

Castleton Free Library
Board Meeting Minutes
July 19, 2021
APPROVED (August 23,2021)

Present:

Board: Chair Nancy Mark, Pam Arel, Joan Brown, Patrick Keller (Pat K), Pat Schroeder (Pat S)

Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Librarian

Community Members: Sue Day

The meeting was called to order by Chair Nancy Mark at 5:25pm.
The agenda was reviewed and approved.

1. Motion to accept minutes from June 28, 2021 with corrections was made by Joan and seconded by Pat K.
Motion passed.
2. Motion to approve Bills/Financials made by Joan and seconded by Pat K.
Motion passed.
3. Review End of Year Expenditures FY 20-21
 - The auditor has not confirmed numbers but there may be \$44,000 available.
 - There are outstanding expenses such as the chimney repairs and Library Director retirement pay out. These expenses are not yet clear.
4. Community Members Questions/Answers
 - One community member present. "Here to listen" no questions.
5. Building and Grounds
 - Pat K has been working with mason Mike Eramo who is approved by the Preservation Trust. Mike has identified the bricks and mortar to be used. He recommends working on the back chimney first with estimated cost of \$17-18,000. Original bricks to be used as much as possible and a chimney sleeve recommended. Included in this estimate is the basement crack repair.

- For the other two chimneys, the West is a tear down and the East is a tear down and rebuild with sleeve recommended.
- Detailed bid for all three chimneys is expected.
- Grant is \$10,000 with \$10,000 match by the library.
- There is another grant, the Building Communities Grant, which needs written. \$25,000 is the highest grant available. This could be applied to chimneys and foundation work. Library may need \$60,000 for all projects.

Motion for Board to support Building Communities Vermont Building and General Services Grant up to \$25,000 matching grant for masonry work as noted made by Pat S and seconded by Joan.

Motion passed.

- There will be further information at the next meeting regarding the foundation. Masonry expert will be giving proposal and bid.
- Also note, The Maintenance Plan (part of the Preservation Trust grant) needs to document all the anticipated building needs. The Building and Grounds Committee is working on this.
- Further updates: Trees, Inc. will cut limbs, clock work continues and Lux Brush visits tomorrow at 2pm.

6. Librarians Reports

- See bulleted report
- Updates to ARPA grant \$7,700 with the following ideas:
 - Bulletin board
 - Furniture
 - Outside sound system
 - Computers
 - Story walk apparatus without installation
- Adult program August 19th regarding "Mental Health after Covid"

7. Motion to enter Executive Session: Personnel made by Pat K and seconded by Pat S.

Motion passed.

Motion to exit Executive Session made by Pat S and seconded by Joan.
Motion passed.

Motion to have Board approve staff salary and pay recommendations for 3% salary increase July 1- September 30, 2021 and a \$1000 stipend for Mary Kearns for website design and development made by Pat S and seconded by Joan.
Motion passed.

Motion to adjourn meeting made by Pat S and seconded by Pat K.
Motion passed.

Next meeting is August 23, 2021 at 5:30pm.

Meeting was adjourned by Chair Nancy Mark at 7:25pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarian's Report • Very busy few weeks with the fiscal year transitioning, end-of-year purchasing, and Summer Reading planning. • Gave a presentation for Putney Pre-College Program Castleton-based students studying writing. • Library open during & after parade hours. Small inside booksale upstairs. Interacted with 50 families along parade round handing out info on Summer Reading Program and "Out of the Box(es)" - many visited. • Tails & Tales Summer Reading guest programs finally set after many delays: professional storyteller Simon Brooks (partially grant-funded from DOL) at 7:00 pm Thursday 7/29; Children's Literacy Foundation (CLiF) presenter and Book Giveaway at 10:00 am Friday August 6th. • "Watery Tales" this Wednesday evening (7/21)

at 7:00 pm - guest adult dance ensemble and storytelling (selkies, mermaids, & more). Library lawn. • Morning dance workshops (watery creative movement) for 3-10 year olds scheduled this week - 14 children registered so far. • Have had two Facebook virtual Story Hours and one in-person outside program since the last meeting. • Have given two programs for Castleton Recreation Adventure Camp (stories, songs, booktalks & Box introductions. Delivered collections of books to match camp themes. • Have had two "Out-of-the Boxe(es)" activity kit deliveries thus far - 250 boxes distributed (half to Fair Haven, half Castleton) each time. Well received. Collect demographic data on recipients. • Opened ARPA Grant application. Now Mary and I are working on the budget for the grant to be finalized by the end of the month. • Clock still not fixed even after new electrical work (switch and/or fuse?). Clock Doctor isn't sure what is wrong - maybe needs rewiring. (We have paid him.) • New front doors installed. • Database updates underway