

Castleton Free Library
Board Meeting Minutes
October 25, 2021
APPROVED (November 22,2021)

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Pam Arel, Joan Brown
Librarians: Mary Kearns, Library Director
Community Members: Liz McKay, Friends of the Library

Meeting was called to order by Chair Nancy Mark at 5:30pm.

The agenda was reviewed with motion to approve made by Joan and seconded by Pam.
Motion passed.

Agenda:

1. The minutes from October 4, 2021 were reviewed with motion to approve made by Joan and seconded by Pam.
Motion passed.
The minutes from September 29, 2021 were reviewed with motion to approve with corrections as noted made by Pat S and seconded by Nancy.
Motion passed.
2. Motion to approve the Bills/Financial Statements was made by Joan and seconded by Pam.
Discussion: copies of check stubs to Melanie regarding the restrictive account.
Motion passed.
3. Community Members' Question/Interests
Liz McKay present and potential reimbursement plan discussed.
 - Friends and the Library will collaborate on bills for the Handicap Access Project according to the original agreement
 - Library Treasurer to pay the bills and the Friends will reimburse as agreed

- At least monthly a statement will be made available to the Friends from the Library Treasurer
- Library Treasurer spoke with architect T. O'Brien and a deposit of \$100,000 will be required for the elevator construction
- For future knowledge, tradesmen will require their bills to be paid within one week of issuance.

4. Board Reports

- Progress report will be due for the Handicap Access Project this week to the VT Community Development Grant program
- Consultant from the Rutland Community Development Grant Program has been working with the VT Preservation Trust and the VT Community Development Grant Program
- Roofline is in discussion with Scott Newman in charge
- "additions need to look different from originals"

5. Library Director's Report

- See bulleted report
- Thank you noted for donations:
 - *John B. for light fixture for downstairs bathroom
 - *the Friends for donation for shelving for the library, a volunteer breakfast and the cider/doughnuts for the first Saturday opening of the library
 - *Phantom Labs
- Motion for GT Custom owned by Thomas Kearns to be the Library's company for small maintenance projects as needed such as snow removal and housekeeping, noting that the company is insured, with average charge of \$35/hour made by Joan and seconded by Pam.
Motion passed.
- A hearty thank you to Ariana Hausman for updating the children's website and signage.
- Pat S to send a Letter to the Editor to thank the CU Hockey Team for their assistance in moving heavy objects from the children's library area.

6. Personnel Policy Committee

- Pat S volunteered to revise the policies with consideration for Town policies, VT Department of Libraries examples and the Castleton Library's existing policies.
- Goal will be for first draft ready for review at November 22, 2021 meeting.

Motion to adjourn made by Joan and seconded by Pam.

Motion passed.

Next meeting is November 22, 2021 at 5:30pm.

Meeting adjourned by Chair Nancy Mark at 6:50pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's report for BOT Meeting 10/25/2021

- Thank you to the board member present for helping with the clean out of the downstairs... many thanks!
- The lighting in the upstairs off has been done. All new LED ballasts and bulbs were installed by Dan Grey. Will call to ask him to install the new fixture in the downstairs bathroom that John Baumgarten donated. Dimmer may be installed in upstairs office.
- Clock is currently keeping time accurately but not chiming. Chimes cannot be repaired until spring. Alan's son helps him and he is out of state until the spring. We will pay Alan \$310.00 for a new clock motor upon receipt of invoice.
- GT Custom, Inc. (Thomas Kearns's company) would like to be considered for small maintenance jobs, including housekeeping and snow removal @ \$35.00 per hour except housekeeping which will be paid at \$25.00 per hour. Would the library consider purchasing a snowblower for snow removal?
- Friends of the Library hosted a volunteer breakfast which was well attended and well received. The Fall celebration to welcome in the new Saturday hours was also well attended and the Friends supplied cider and donuts for the event. The Friends held a book giveaway out front of the library on the same day. The Friends have donated \$100.00 to purchase items to help organize the garden shed. THANK YOU for everything!
- ARPA budget item changes were accepted by the state. Waiting on final grant approval from the acting State Librarian, Tom McMurdo.
- The Castleton University hockey team was an incredible resource for helping to move all the heavy furniture, including the piano, from the downstairs and into the dumpster. Many thanks to them, their coach and Deanna Tyson.
- Donation was received from Phantom Labs.
- Incorporation filing is up to date.
- New programs: On November 4th, 11th and 19th we will be hosting the CU International students for community programs where they are sharing information about their home countries. Also, December 11th is the date for the Holiday Market, tractor parade and tree lighting. More details to follow. We eventually need to discuss perhaps getting a new live tree planted or some other display for the tree lighting.