

Castleton Free Library
Board Meeting Minutes
August 23,2021
APPROVED (September 29, 2021)

Present:

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

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

Community Members: Kris Jacoby

The meeting was called to order at 5:31pm by Chair Nancy Mark.
The agenda was reviewed and approved.

1. Motion to approve minutes from July 19, 2021 made by Joan and seconded by Nancy.
Motion passed.
2. Motion to approve Bills and Financial Statements made by Pat S and seconded by Joan.
Discussion with large expenses explained with checks numbered 1475 and 93269 for Bodart.
The concept of "ordering throughout the year" as opposed to "end of year" discussed. Ordering throughout the year is what is usual.
Motion as stated passed.
3. Community Interests
Joan Brown spoke on behalf of the Board requesting to have a Community "Open House" in Jan's honor for her retirement.
Jan would not confirm this request at this time.
4. Chimney Repair/Restoration
Building Communities Grant was submitted on time with \$23,000 requested.
The mason feels \$60,000 is cost expected for project.
\$10,000 from VT Preservation Trust is guaranteed.
\$23,000 is matching funding with Building Communities Grant if approved.

5. Handicap Accessibility Project

Land survey completed.

Lawyers are working on the project.

Town will need to approve.

Tom O'Brien has submitted electrical and mechanical plans for Scott Newman to review.

6. Librarians Report

See bulleted report

Library will participate in the Castleton Day celebration September 19th.

ARPA grant progress reviewed.

Other reports:

- Clock mechanism in the shop.
- LED placement to downstairs.
- LUX Brush for painting without information at this time.
- Donation of new oak chair for children's area from Benson School reported.

Motion to require masks in the children's area made by Joan and seconded by Pat S.

Motion passed.

7. Proposed Library Hours and Work Schedules

- Mary Kearns suggested new library hours of Tuesday-Saturday to start October 1, 2021

Motion to approve library hours Tuesday-Saturday with hours as presented made by Pat S. and seconded by Joan.

Motion passed.

- Advertisement for Children's Librarian and Circulation Assistant/Technology Specialist to be done.

Motion to place advertisement for 20 hour Children's Librarian with MLS preferred and other wording to be determined made by Pat S and seconded by Joan.

Motion passed

Motion to place advertisement for 8-10 hour Circulation

Assistant/Technology Specialist with wording to be determined made by Pat S and seconded by Joan.

Motion passed.

- Motion to form a committee to determine rate of pay with committee consisting of Chair Nancy Mark and Joan Brown made by Pat S and seconded by Joan.
Motion passed.
- Advertisements to be determined after the above committee make their recommendations.
- A committee to address the hiring of a new Children's Librarian will be formed and consist of:
Board Chair Nancy Mark and Board member Pat S
Community Member Kris Jacoby
Friends of the Library TBA
Library Director Mary Kearns (as of October 1, 2021)

8. Substitute Advertisement

The library is expanding. New substitutes will need to apply.
Advertisement to be announced.

9. Motion to enter Executive Session: Personnel made by Joan and seconded by Pat S.

Motion passed.

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

Motion to pay out upon Jan Jones retirement the unused vacation hours at current rate of pay at next payroll after September 30, 2021 retirement date made by Joan and seconded by Pat S.

Motion passed.

Motion to adjourn made by Pat S and seconded by Joan.

Motion passed.

Next meeting is Wednesday, September 29, 2021 at 5:30pm.

Meeting adjourned at 7:55pm by Chair Nancy Mark.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarians' Report August 2021

- ARPA Grant application submitted -
 - Your Library's Grant Allotment: Castleton Free - \$7,746.75
 - Your Library's Total Budget: \$7,757.00
 - Patron computers & peripherals - \$3474
 - ADA study desks - \$374
 - Heavy-duty canopies for outdoor programming - \$830
 - Audio/PA equipment for outdoor programming - \$675
 - Outdoor portable furniture, children's & adults' - \$948
 - Materials for off-site story or poetry walks - \$420
 - Foyer (front) bulletin board - \$355
 - Children's robotics materials - \$575
 - Safety cones for outdoor programming - \$96
- Mary & Jan both able to take a few days off thanks to sub & volunteer coverage.
- Photographer from Preservation Trust photographed building & patrons during event
- 4 in-person Friday preschool Story Hours since last meeting (attendance range 6-14 people depending on weather). Younger crowd lately.
- Movement workshops (two since last meeting) for children ages 3 (actually 2 ½) to 10 years old were very successful. Held on back & side lawn.
#letsmoveinlibraries
- Pouring rain (buckets!) for Simon Brooks storytelling event, but fortunately we had use of the CVS gym. Everyone drenched but the 29 attendees loved it. He gave an extra-long performance.
- Gorgeous weather for outdoor Children's Literacy Foundation (CLiF) Book Giveaway and presenter Marv Klassen-Landis (writer & arts educator) Each child in attendance chose two new books. Attendance: 80 (children & caregivers) including 29 children from Adventure Camp

- "Watery Tales" program (guest adult dance ensemble and storytelling with Jan) drew 31 attendees (16 adults & 15 children)..
- Continued weekly visits and themed book deliveries to Adventure Camp. New themes: Animals on the Farm, Science Week, Art Week. Camp ended last week.
- "Out-of-the Boxe(es)" activity kit deliveries hit snags due to supply chain. We received and distributed (delayed) Box #3, but #4 & #5 will be combined in a final delivery hopefully next week. 250 boxes each delivery (half to Fair Haven, half Castleton). I introduced the boxes and distributed to every Adventure Camper as well as all children visiting the library for books or programs.
- Adult "Superficial Book Club" met outside for lively discussion.
- Adult program - Covid Mental Health with presenter Loree Zeif, Director of Emergency Services at Community Care Network/ Rutland Mental Health
- Courier Grant renewal - \$536.77 to support one stop per week for services from October 1, 2021 and September 30, 2022. (Our current vendor rate with Priority is \$20 per week = \$1040/year.)
- Hubbardton Appropriation \$5,000 received and deposited