

Castleton Free Library
Board Meeting Minutes
November 22, 2021
APPROVED (December 27, 2021)

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: Normandie Keller, President, Friends of the Library

The meeting was called to order by Chair Nancy Mark at 5:36pm.

The agenda was reviewed.

Motion was made to accept the agenda by Joan and seconded by Pam.

Motion passed.

Agenda:

1. Motion to approve the minutes from October 25, 2021 was made by Joan and seconded by Pam.
Motion passed.
2. Motion to approve the Bills/Financial Statements and to change the date on the previous month's statement made by Joan and seconded by Pam.
Motion passed.
3. Community Members Questions/Comments
 - There were no questions or comments.
4. Housekeeping Recommendation for Hire
 - Mary Kearns, Library Director, recommends Ariana for hire as the housekeeper for 2 hours/week at \$25/hour.
 - Motion to accept the recommendation to hire Ariana as the housekeeper for 2 hours/week at \$25/hour made by Joan and seconded by Pam.
Motion passed.
5. Librarians Report
 - Please see bulleted report

- Mary will be using a credit card for Amazon purchases for improved record keeping
 - Concerns regarding possible shortfall with budget
Motion to agree that money will be transferred from the Edward Jones account to the operating budget or the restrictive account as needed to balance the budget in the case of a shortfall made by Pat S and seconded by Pam.
Motion passed.
 - Concerns regarding snow removal for walkways.
Motion to approve the purchase of a snow removal machine for up to \$850 made by Joan and seconded by Pam.
Motion passed.
Mary will speak with Mr. Fowler for recommendations and the possibility of good used machines.
 - Thank you to Mary for her first Free Press article!
Especially nice to see the many thanks noted in the article.
 - A new State Librarian to be named soon
 - Letters from the Grade 3 students reviewed after a presentation attended at the Library.
6. First Reading of the Revised Personnel Policies
 - Comments noted and suggestions will be made to the document for further review at next meeting.
 7. Public Notice of Public Comments of Environmental Review
 - Our design was approved by the State
 - Copy of design is in the Library
 - Public questions to be referred to James Brady at 802-622-4236.
 8. Request for Formation of Financial Committee
 - This committee will review the 2021-2022 budget and make recommendations to the Select Board.
 - Committee members to include Nancy, Pam and Mary.
 9. Motion to enter Executive Session: Personnel made by Joan and seconded by Pat S.
Motion passed.

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

10. Update on bids for painting the trim

- Lux Brush has been re-contacted for bid
- Pat K to send in progress report to VT Preservation Trust regarding the painting bids.
- Mary and Pam reported that their grant will be re-submitted for next year.

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

Next meeting is scheduled for December 27, 2021 at 5:30pm. Zoom option will be available.

The meeting was adjourned by Chair Nancy Mark at 6:58pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarian's report for BOT meeting 11/22/2021

- The library's audit is finished and all is well. There are some small issues that I believe we have already taken care of but perhaps the auditors were not informed, I will follow up by sending them capital expense policy and our assets (of which we have none..)
- I filed an extension for the 990. Pam helped me with the form and we are close to being finished but did not want to rush it. We will take it up again after the holidays and are anticipating filing early next year. (The deadline is May 15, 2022)
- ARPA funds have been received and deposited. Computers were ordered and have been received. They were delivered to ACT computers and will be ready sometime after Thanksgiving. Other funds will be spent as discussed.
- I am requesting a credit card from HFCU to be used mainly for Amazon purchases. The corporate line of credit is cumbersome and confusing. This will simplify the bookkeeping for those purchases. The Town has a credit card and it is used in the same way.
- Programming: The CU International Students presentations were well attended and we received a very good response from attendees and the presenters. More will be scheduled for the spring when CU will have new international students. We hosted CES third graders for the Blue Cat of Castleton tour. They had lunch in the library followed by a virtual tour of the Higley House. We will be joining the town-wide holiday celebration on 12/11. The library will be open from 10-6 as a warming and break area. At 5:00 we will light the Tree of Remembrance with Wendy Paterson from the Women's Club that will kick off the holiday parade. We will not have any group activities inside. We are hoping to have some carolers on the library steps before the tree lighting.
- Attended the Friends meeting on 11/16. Submitted articles for the Friends newsletter which should be out early December.
- Attended Vermont Library Directors summit meetings virtually 11/18 and 11/19 as well as attending the State Librarian's update on 11/19.
- Snow removal needs are coming upon us. Can we purchase a snowblower for the library? I don't think this was ever finalized.
- Sharon Lovett-Graff begins her position as the Children's/YA Librarian 11/23. The Friends have offered to host an open house towards the end of January (date to be announced) to welcome Sharon, Ariana and me as the new library staff.
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