

Castleton Free Library
Board Meeting Minutes
December 27, 2021
APPROVED (January 24,2022)

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Pam Arel, Joan Brown,
Patrick Keller (Pat K)
Librarians: Mary Kearns, Library Director
Community Members: None present

Agenda:

1. Agenda reviewed with a slight change in the order suggested.
2. Review of minutes from meeting November 22, 2021
Motion to approve minutes as written made by Joan and seconded by Nancy.
Motion passed.
3. Review of Bills/Financial Statements
Motion to approve the Bills/Financial Statements made by Pat S and seconded by Pam.
Motion passed.
4. Community questions/concerns
No community members present.
5. Overview of proposed library budget 2022-2023
 - Will be reviewed by the Select Board
 - Extensively reviewed by Library Director Mary, Chair Nancy and Treasurer Pam
 - Revenue cuts to library materials as there are several new books that are not yet in the system
 - No budgetary decisions on the phone and internet
 - 3.4% increase but note this is the first increase since 2013
6. Update on Grant awards
 - Preservation Trust for the door paid out \$2785
 - Public comments on the Environmental Review had no comments and is now complete
 - Expect the release of funds (\$100,000)
 - Tom O'Brien payments up to date
 - Next steps: Town will get the bids, all money goes through the Town
7. Librarians Report
 - See bulleted report
 - List of current donations given to Clerk
8. Second reading of Personnel Policies
 - Comments and questions discussed and answered
 - Adjustments made
 - Motion to approve the Personnel Policies with adjustments made by Joan and seconded by Pam

Motion passed.

9. CFL Long-Term goals

- A subcommittee of Pat S, Mary, Sharon and Nancy to work on this document
- Draft for first reading to be ready by next meeting

10. New Business

- Pat K gave a report on work cost estimates and funding sources
- \$97,196 work total minus grants of \$16,161=\$81,035
- Short fall for chimney work=\$24,874
- Grant writing continues

For the next meeting, Year-to-Date operating budget expenditures and "carry over" will be presented by Library Director Mary.

Next meeting scheduled for January 24, 2022 at 5:30pm.

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

Motion passed.

Meeting adjourned by Chair Nancy Mark at 6:52pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's Report
Castleton Free Library BOT Meeting
December 27th, 2021

- Appropriation letter to the Town of Hubbardton was sent. Request was the same as last year (\$5,000.00)
- Two donations were received: \$100.00 in honor of Jan to be used in the Children's Area. I purchased an area rug (\$99.00) for kids to play on. The other donation for \$50.00 is to buy a book or two for Jan's Nature shelf. I will give Pat S. the names and addresses so she can send thank yous.
- I applied and received a credit card for the library: to be used for the Amazon account for easier bookkeeping. The card has a \$2,500.00 spending limit.
- We had a group of Girl Scouts use the library for a meeting. Hoping it will continue.
- The Holiday tree lighting was a success. We had 28 visitors to the library on a Sunday.

- Sharon has children's programs lined up for the week before the New Year's holiday. Story hour was changed for the few weeks since we were closed on Fridays. A movie matinee and a building program is also scheduled. We bought clear backpacks for the Children's collection to be filled with themed books and perhaps a craft.
- Rutland area parent/child program reached out to the library to restart the Play group that has been shut down since COVID. Hoping to restart in February.
- Light fixtures in office were painted. New fixture installed in downstairs bathroom.
- New computers were installed by ACT Computers and new monitors will be installed by me over the holidays. These are paid for by the ARPA grant. ARPA funds will be spent over the next week or so as I will be ordering new furniture for the children's area.
- At the last Friends Steering Committee meeting, Martha Molnar offered to write a short press release/article announcing the hire of Sharon as the new Children's Librarian and me as the new director. At the November meeting they discussed holding an open house at the end of January. However, with the rise in COVID cases it is on hold till further notice. Perhaps February.

Respectfully submitted,

Mary Kearns