

Castleton Free Library

Board Meeting Minutes

February 24, 2022

APPROVED (March 28, 2022)

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: Normandie Keller, President Friends of the Library and Tom Kearns

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

The agenda was reviewed and approved.

Agenda:

1. Motion to approve the minutes as written from January 24, 2022 was made by Joan and seconded by Pat K.
Motion passed.
2. Motion to approve the Bills/Financial Statements was made by Joan and seconded by Pat S.
Motion passed.
3. Construction Project Update
 - Three bids have been received with low of \$785,000 to high of \$866,224.
 - Tom O'Brien will be speaking with the bidders and ask a few clarification questions.
 - This information available before the March 7th Board meeting.
4. Community Members Questions/Concerns
 - No comments from those present.
5. Librarians Report
 - See bulleted report
 - Letterhead and Brochure will need professional printing, in process.
 - Welcome package to new residents with brochure, in process.
 - International students program will occur again
 - A link is pending with CU and CFL
 - An estimate is pending for painting trim and clock tower.
 - Donation received for \$100
6. Strategic Plan
 - Motion to accept the plan as written made by Joan and seconded by Pam.
Motion passed.
 - This plan is a starting point.
7. CFL Policy Inventory
 - Ongoing process
 - Board members received copies of all available policies
 - Board to review their copies.

- Revisions to be considered by the Librarians to Library Behavior and Electronics policies.
 - Policies to be completed by the Librarians: Collection and Development, Financial Donations and Programming.
 - Board to consider revision of their bylaws.
 - Mary to complete hard copies of new job evaluation forms for the Board to review.
8. Preparation for Town Meeting
- February 28th at 6:30pm.
 - Chair Nancy and Pam to attend.
 - Copies of Strategic Plan will be available to the public.
9. Recap
- Board to review the policies.
 - Board to review the bylaws.
 - Librarians to review Library Behavior and Electronics policies.
 - Librarians to draft Collection and Development, Financial Donations and Programming policies.
 - Job evaluation forms to be available with hard copies to the Board.

Special Board meeting scheduled for March 7, 2022 at 5:30pm for Reorganization and Bid discussion.

Next regularly scheduled Board meeting is March 28, 2022 at 5:30pm.

Motion to adjourn was made by Joan and seconded by Pat K.

Motion passed.

Meeting was adjourned by Chair Nancy Mark at 6:39pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's Report

2/24/22 BOT Meeting

- Flooding occurred in the children's area a few weeks ago. The new rug was the only casualty. We are hoping to salvage it but we won't know until it gets a bit warmer if we can. I bought sandbags to block the water from coming in under the foyer door and will use them again if needed. I doubt that there is a reason to submit a claim with the insurance company as the rug was \$99.00. However, I would like to replace the rug as some point this spring.
- The kid's size toilet in downstairs restroom was clogged. Paul McClure came by and got it working again. However, he said we may want to get A-One Plumbing in to look at the drain line. The toilets are "gurgling" (his term) and the sink is slow which possibly indicates a clog in the main line. Paul doesn't have the equipment for this work. Perhaps this can be remedied during any work on the new upstairs bathroom?
- The glitch in Koha has been repaired and the entire system was updated. Koha is now running the most recent version. Mark Alexander is the new IT person for our Koha system. I've contracted him for our Koha support. He charged us \$105.00 for the fix and the update. His contract is \$300.00 per year.
- The Town of Castleton has repealed the mask mandate for town buildings. I would like to put out an updated sign that we *recommend* patrons wear masks unless the Board feels otherwise.
- All the new tables and desks have been received from our ARPA grant expenditures. Not all of them are assembled and out yet. They will be done soon.
- Sharon and I have been working together to design a marketing brochure (see rough draft) that can be put out around town. It will need to be commercially printed and I will get an estimate as well as a final approval from the board for this before proceeding
- I am working on a logo and stationery for the library. This can all be printed at the library.
- Ray Papandrea was called about bidding on the trim and clock painting project. I haven't heard back yet.
- Sharon has been having success with the book backpacks and Lego Club. We are seeing an uptick in patrons coming to the Children's programs. Our "take and make" crafts have been a hit as well. We've done a pinecone bird feeder, a paper Chinese lantern (for Chinese New Year) and for March it is a Shamrock garland. Sharon also attended the Bridge Initiative meeting as the library representative. We are hoping to have a more robust collaboration with them going forward.
- The library will be participating in the "Fairy Tale Festival" on September 19th at the Sherburne Library in Killington. We will be representing the tale "Clever Tom and the Leprachaun". More details on the event will be forthcoming.
- Programming ideas for adults are being discussed and I am hoping to plan several for adults during the summer