

Castleton Free Library  
Board Meeting Minutes  
October 24, 2022  
APPROVED

**Present:**

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

Librarians: Mary Kearns, Library Director and Sharon Lovett-Graff, Children's Librarian

Community: Martha Molnar, Friends of the Library and via Zoom, Sue Day, Friends of the Library

The meeting was called to order by Chair Nancy mark at 5:30pm.  
The agenda was reviewed and approved.

**Agenda:**

1. Approval of the Bills and Financial Statements

Motion to approve the Bills and Financial Statements was made by Pat S and seconded by Joan.

- Need to know the "carry over", possibly \$30,000
- Restricted Account to be emailed to the Board members
- Separate columns for restorations and ARPA funds

Motion passed.

2. Approval of the minutes from 9-26-22

Motion to approve minutes with the correction of "Pat K" made by Joan and seconded by Nancy.

Motion passed.

3. Librarians' Reports

See bulleted report

- There will be more programs with families and adults together with the focus of bringing more people to the library
- A Letter of Recommendation was given to our librarians for their participation in the Fairy and Leprechaun program: congratulations!
- Mary and Pam resubmitted their grant

- Clock Doctor will be away all winter. The clock tower motor has been returned. Mary will explore other options.
  - The Board wishes to thank the librarians for their continued good work for our library!
4. Community Comments/Questions
- There are no particular questions
  - Chair Nancy thanked Martha and Sue for the check from DN's estate.
  - Martha commented on how nicely the library is moving forward
5. 2023-2024 Budget
- There is a deficit from 2021-2022 with many factors influencing this
  - More details to follow regarding both budgets
6. Review/Approval of CFL Personnel Policies
- Motion to approve revisions to the Personnel Policies as reviewed 10-24-2022 made by Pam and seconded by Nancy.
- Motion passed.
7. Handicap Access Construction Project Update
- Mr. Williams has been very helpful with the winter construction needs
  - Builder Risk Insurance with VT League of Cities and Towns in progress
  - Contacts for change orders: Nancy and Pat K: this may rotate between Board members if the primary contacts are away
  - Net dollars for the project "looks fine"
  - Shed to be moved and fencing to be placed soon
  - Clay Point haz mat testing continued for 10-27-22
  - Complications to progress: insurance, haz mat testing, bonding by Giancola
  - Assigned tasks:  
Joan: phone in elevator coordinated with Town  
Pam: pricing for bathroom soap dispensers, paper towel dispensers, and toilet paper (Foley/WB Mason)  
Nancy and Pat K: attendance at Construction Meetings possibly every three weeks

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

The next meeting will be Monday, November 28, 2022 at 5:30pm.  
At that meeting, the budget for 2023-2024 and the Library Director's review  
will be discussed.

The meeting was adjourned by Chair Nancy mark at 7:15pm.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk

#### Librarian's report BOT meeting 10/24/22

- We have more Covid tests for distribution in. This is the third shipment we've received. I will order more if they are available after these tests are gone.
- CU Football tickets were a success. I will call Deanna Tyson about the possibility of getting Hockey tickets.
- We received the check for the balance of the gift from The Friends of the Library. It was deposited into the restricted account.
- The CSO from Castleton Elem. School will continue to use the library for their monthly meetings. They enjoyed meeting here and said: "Sharon was very helpful and welcoming."
- Programming notes: The Holiday Market, Tree Lighting, Parade, and "after party" is all planned. I've been working with the Castleton Christmas Committee and the Castleton Women's Club to organize the event. It takes place on Saturday, December 10<sup>th</sup>. The library will be open from 10 - 7. We will be a warming center and restroom refuge. We will be having holiday craft tables ongoing throughout the day as well as a cookie decorating station. At 5:00 the tree lighting will happen signaling the start of the Parade. The after party is the Rutland County Ukulele group performing holiday music with cookies and hot beverages donated and set up by the Women's Club. We are anticipating that most of the families will be attending the Fire Department's party as Santa

will be there so our attendees will be mostly adults. The international student presentations will be held the first three Thursdays in November. Details will be posted soon. We will be having an open house on Saturday November 12<sup>th</sup> from 11-1 as an "opening" for the Community Art Project. Sharon has put together some programs for December. A "Tooth Fairy Tales" party for young kids (12/27 at 2:00), A Minions Movie screening and trivia event (12/29 at 2:00). Both are during the school holiday break. There is a second play group and story hour that Sharon has organized with the Rutland County Parent Child Center that will begin on Saturday, November 5<sup>th</sup> and will continue on Saturday Mornings at 10:30. Hoping to get some working parents to attend. The "Dungeons and Dragons" Club has been successful and ongoing. We'll be assembling some "take and make" kits for the holidays as well.

- The Vermont Fairy tale Festival sent a nice letter. I will present it at the meeting. In the meanwhile, enjoy the photo of me and Sharon at the festival. (attached to this email)

Respectfully submitted 10/21/22

Mary Kearns