

Castleton Free Library
Board Meeting Minutes
December 22, 2022
APPROVED (JANUARY 23, 2023)

Present:

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

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

Community Members: None

The meeting was called to order by Chair Nancy Mark at 5:38pm.
The agenda was reviewed and approved.

Agenda:

1. Approval of Bills and Financial Statements
Motion to approve the Bills and Financial Statements made by Pat S and seconded by Joan.
Motion passed.
2. Approval of the minutes from 11-28-2022
Motion to approve the minutes as written made by Joan and seconded by Pat K.
Motion passed.
3. Librarians Report
 - See bulleted report
 - January program planned with new Recreation Director Bo with details to follow
 - Adult "Hawaiian" program for February
 - Mary advises no further work on the clock chimes due to expense and age of chimes.
Motion to not pursue the repair of the clock chimes with the current system but pursue an electronic chime system if possible made by Pat S and seconded by Nancy.
Motion passed.
 - Mary will explore electronic chime systems.
4. Handicap Access Construction Update
 - Pat K signed the contract.
Motion to endorse Pat K's signature and execution of contract with Giancola Construction made by Pat S and seconded by Nancy.
Motion passed.
 - USDA may require more information in regards to the grant.
 - An actual date for the start of construction is needed for March.
5. Community Comments/Questions
 - None present

6. Motion to enter into Executive Session: Personnel made by Pat S and seconded by Joan.
Motion passed.
7. Motion to exit Executive Session: Personnel made by Pat S and seconded by Pat K.
Motion passed.
8. Motion to approve raises, fundraising and revenue as discussed made by Joan and seconded by Pat K.
Motion passed.
9. Library Director Performance Review
 - Motion to adopt and utilize the shortened form "Trustees Evaluation of the Library Director" as submitted by Pat K, with the addition of a required self-evaluation from the Library Director to be placed in the "process of evaluation" section, made by Pat K and seconded by Pat S.
Motion passed.
 - The individual trustee forms to be sent to Pat S for compilation of comments.
 - The Board will be prepared to review summary with evaluation to Mary shortly thereafter at the next meeting.

The next Board meeting is scheduled for January 23, 2023 at 5:30pm.

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

The meeting was adjourned by Chair Nancy Mark at 6:51pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Castleton Free Library

BOT Meeting December 22, 2022

Librarian's Report

- The letter requesting the Hubbardton appropriation was sent to Dawn at the Hubbardton town office. No increase was asked for.
- Spoke to Fowler's about purchasing a used snow blower from them. They had one that they were working on they said they would get back to me. I will follow up with this. The shoveling from the last snow storm was done by Tom Kearns (GT Custom). He is unable to continue to shovel the library. I have a few names that I've called and haven't had a lot of luck. I'm hoping that the snow blower may help to entice someone to do the work.
- The clock is now keeping time but the chime doesn't work. Alan Grace said it needs more work. Do we want to put more money into this? I think it is time to give up the clock chiming. I can call another clock repair company to see if they have an idea on the repair.
- There was a wonderful turnout for the Christmas in Castleton celebration. Many crafts were made, cookies were decorated and the Ukulele Group was a big hit. The tree lighting elicited some gasps of appreciation. A big thank you to Sharon and Ariana for working so hard to make this possible. I was so disappointed that I couldn't be there for it. We received some very kind emails letting us know how much it was enjoyed. It was taped and can be watched on PEG TV.
- We have received some sled donations and will be promoting sleds for patrons to check out.
- Sharon has been ordering some really great books for the parenting shelf. If you don't know, we have a "parenting" section downstairs. The books Sharon has ordered are very topical and are a wonderful resource for parents dealing with big issues with small children.
- Next week's programs during the school break are a "Tooth Fairy" party and a Minions movie with a trivia contest. Both are for kids.
- We are working on a "Hawaiian" program for adults at the end of January. Getting details worked out. For February (Black History Month) we will have a local author give a talk about her biography of the African American soprano and activist, E. Azalia Hackley.
- January will also be a month of programs centering on "The Lion, the Witch and the Wardrobe" by Lewis. Sharon and Ariana are working on a several events featuring the book.

Respectfully submitted,

Mary Kearns