

Castleton Free Library
Board Meeting Minutes
May 23, 2022
APPROVED (June 27, 2022)

Present:

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

The meeting was called to order by Chair Nancy Mark at 5:35pm.

Agenda:

1. The agenda was reviewed and approved.
2. Approval to minutes from April 9, 2022
Postponed: members not present tonight who were in attendance for the April meeting.
Motion to approve the minutes from the meeting April 25, 2022 made by Joan and seconded by Pam.
Motion passed.
3. Motion to approve the Bills/Financial Statements made by Pat S and seconded by Joan.
Motion passed.
4. Librarians' Report
 - See the bulleted report
 - The librarians are doing an excellent job
 - Question was asked if the Librarians' report can be posted in public spaces
Answer: yes
 - Reception to be held in CFL after the VT Library Association Conference June 1, 2022 at 5pm with the generous help of the Friends, who will provide refreshments
5. Community Members Comments
No members present.

6. Policy Review: Conflict of Interest Policy

Motion to approve the policy with the addition of one line from the town's policy and the correction of typing errors made by Pat S and Joan.

Motion passed.

7. Report of Friends meeting May 17, 2022

- Pat S and Mary reported that a member or members of the Board should try to attend these meetings.
- The next Friends meeting is Tuesday, June 21, 2022 at 6:30pm.

8. Construction Project Review

- Chair Nancy reports that the oil tank needs to be approved by a State certified person
- Estimate \$2400
- Mary K. will make contact

9. Motion to enter Executive Session: Contracts made by Pat S and seconded by Joan.

Motion passed.

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

Motion passed.

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

Motion passed.

The meeting was adjourned by Chair Nancy Mark at 7:05pm.

The next meeting is Monday, June 27, 2022 at 5:30pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's Report 5/23/2022

- Appropriation check was received and deposited from the Town of Castleton in the amount of \$ 25,000.00.
- The 2020 990ez was filed. Big thank you to Pam who was a great help.
- Sharon and Isabella Carrera created and implemented a teen survey with the students at FHUHS. Sharon is going over the results and will be sharing some findings and ideas that she has at a later date.
- Overdrive/Libby completed the Authentication Update. We had some calls regarding the new log in procedure but everyone was happy to hear that the site is now more secure.
- Sharon and I had a one-on-one meeting with our new IT person, Mark Alexander. It was very productive and both of us learned a lot. He has created a new report so we can see the distribution of our patrons by town of residence.
- June is a busy month: Saturday June 11th at 10:30 is the kick off for the Summer Reading Program with a magician and a (bring your own) picnic on the lawn. We will supply some popsicles for the event. This event will also begin our summer "Library Bingo" activity. Adults and Children will take home bingo cards with squares of things to do. Fill in a card and win prizes! Thursday, June 16th from 6:00 – 8:00 is "Take Your Dad to the Library Night" in honor of Father's Day. Stories, crafts and library card registration will be featured. Tuesday June 21st at 3:00 is "Make Music Day". The Rutland area Ukulele group will be performing followed by a lady bug release activity with ladybug crafts and cupcakes!
- The Library front yard will be the location of the "Parade After Party" on the 3rd of July from 11:00 -12:30. We will have a fourth of July craft, Face painting, and lawn games set up. There will also be a live band.
- The library was also approached to be a location for the summer rec camps led by Becky Lanfear. They would meet at the library in the mornings for an activity and lunch then leave for other off-site activities after noon. On Tuesday and Thursday they would re-meet at 3:00-4:00 at the library for a story hour and craft with Sharon. The camp runs from 7/5 – 8/15. Logistics to be fine tuned as the date gets closer. I'm taking in account the library will probably not be breaking ground yet, but the front door can be used for access. As much as possible they will be outside either on our lawn or using the ball courts, fields and the area behind the Village School.
- Wednesday, June 1st is the Vermont Library Association Annual Meeting. It is being held at Castleton University. Sharon and I have invited the attendees to the library for a reception after the conference. The conference is over at 4:55 and the reception begins at 5:00. We will be serving coffee, cold beverages, fruit, cheese and crackers, and cookies Please join us for this gathering.