

Castleton Free Library  
Board Meeting Minutes  
June 27, 2022  
APPROVED

**Present:**

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Pam Arel (via Zoom)  
Librarians: Mary Kearns, Library Director  
Community Members: Liz Mackay

**Agenda:**

1. The agenda was reviewed without changes made.
2. Motion to approve the minutes from 5/23/22 as written made by Chair Nancy and seconded by Pam.  
Motion passed.
3. Motion to approve the Bills/Financial Statements made by Pat S and seconded by Pam.  
Motion passed.  
Noted that highlights in red=Friends  
Noted that highlights in green=Grants
4. Librarians Report
  - See bulleted report
  - Work hours in August for Mary will be Tuesdays/Wednesdays
  - Work hours in August for Sharon will be Wednesday through Saturday
  - Juneteenth is now a federal holiday: needs added to holiday schedule in Employee Policies
  - Possibly starting a film series in the fall
  - Oil tank removed but awaiting paperwork before payment made
5. Community Members Questions/Comments
  - Ms. Mackay wanted to know if the Library was aware of the hole in front of the Library at the road level
  - This will be investigated

## 6. Report from Friends meeting

- Upcoming events to include an ice cream social August 20<sup>th</sup> during Colonial Day
- Next meeting July 19<sup>th</sup> will need a representative to attend
- An agenda was requested to be sent to Nancy Mark

## 7. Building Topics

- Chimney work with "Mike" will begin end of August with focus on rear chimney at total for all 3 chimneys approximately \$60K
- A Scoping Study will be conducted by the town to review wastewater/rainwater runoff which may cause the ponding and washouts/runoff
- Tank removal as noted

## 8. Construction Update

- Value engineering changes caused new drawings to be submitted and approved by Preservation Trust
- For next meeting, a new oil tank and possible "on demand" electric water heater needs approval

## 9. Tax Audit Application

- Library applies for specific Handicap Access credit and may receive \$45-50K

## 10. USDA "Earmark" from Senator Sanders

- Pat K in charge of the budget report
- Very detailed application
- The VT Community Development is very close to sending the \$100,000

## 11. Other Business

- Mary reports that the June financials will be sent to Melanie before Board approval so end of the year can be completed
- COVID tests will be coming to the library for patron distribution
- Chimney grant to be resubmitted by Mary and Pam
- Need more strategic plan copies from Staples
- Sharon and Mary are exploring fundraising ideas so fundraising may begin in earnest

12. Motion to enter into Executive Session: Contracts made by Pat S and seconded by Pam.

Motion passed.

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

Motion passed.

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

Motion passed.

Next meeting scheduled for July 25, 2022 at 5:30pm.

For that meeting review is need for:

- Juneteenth addition to Employee Holiday (Policies)
- New oil tank and electric "on demand" water heater

The meeting was adjourned by Chair Nancy Mark at 7:10pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

## Librarian's Report 6/27/22

- I attended the Vermont Library Association conference. The new Palace app was discussed. Probably a year away from rolling it out statewide. Several other interesting topics were discussed. Reception for conference attendees was successful. About 30 librarians attended. Also attended the Castleton Downtown Stormwater Infiltration/retrofit Scoping Study with Pat Keller and Nancy Mark. More information will be forthcoming as the study progresses
- The Rutland County Library Director's meeting was also held this month. It was not well attended. Sharon attended as well. Programming was the main topic and much discussion on The Vermont Fairy Tale Festival plans. The event will be held on September 20<sup>th</sup>.
- Matt Schinski removed the oil tank and fuel lines. There was approximately 100 gallons of fuel pumped out of the tank. He sent the bill for \$2,400.00. I've asked him to send a copy the paper work that needs to be filed with the state. Waiting for the response.
- No word yet on when Papandrea will begin the painting on the trim.
- Alan Grace (aka The Clock Doctor) was in and removed a motor from the clock to have it repaired. He will be in soon to (hopefully) finish the clock repair. The work has been paid for.
- Received a \$100.00 donation from Juanita Karpf. I will Pat S. her address for a thank you.
- The Magic Show was well attended and a lot of fun. It was a good mix of families and some adults as well. The "Make Music Day/Ladybug Release Party" was one of the best attended events we've had in some time. We had over 50 people. It was also a great time! Our take home crafts have become quite a hit. We've been giving away over 25 kits a month. This month's kit is a patriotic wind sock. Next month it is a DIY chia pet. The LGBTQ collections were well circulated from the displays that were set up upstairs and downstairs. Library attendance has been very robust and has kept us very busy!
- Upcoming programs: Tie-Dye Activity on July 2<sup>nd</sup>, Fourth of July afterparty on Sunday July 3<sup>rd</sup>. Harry Potter Birthday Party July 21<sup>st</sup>, Percy Jackson Camp 8/4, Fashion Fun for Teens 8/18 or 8/19, VINS Watershed Wildlife Program on 8/6.
- Both book clubs continue to thrive.