

Castleton Free Library
Board Meeting Minutes
August 22, 2022
APPROVED

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: None

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

Agenda:

1. Approval of Minutes
 - Motion to approve the minutes from special meeting April 9, 2022 made by Pat S and seconded by Pat K.
Motion passed.
 - The approval of the minutes from July 25, 2022 was postponed due to the lack of members present from that meeting.
2. Approval of Bills/Financial Statements
 - Motion to approve bills and financial statements made by Joan and seconded by Nancy.
Motion passed.
3. Librarians Report
 - See bulleted report
 - Library will be closed September 17th due to "Fairy Festival"
4. Community Members Questions /Concerns
 - None present
5. Report from Friends meeting of July 16, 2022
 - Friends are preparing for a fundraiser with the "Bird Diva"
 - Next meeting is September 20, 2022.

6. Conflict of Interest Policy
 - Tabled until next meeting
 - Needs additional paragraph from the Town policy
 - This will be placed into Personnel Policy.
7. ARPA funds
 - The Select Board has approved \$100,000 for the Library.
 - Thank you to Chair Nancy and Joan for their presentation to the Select Board.
8. USDA funds
 - Thank you to Pat K for completing the request.
 - Tax credit of approximately \$95,000
 - At next meeting, an updated Budget Availability review will be done with Pat K and Mary completing this task.
 - Contingency currently is 3.7% and 5-10% is recommended.
9. Construction Update
 - Oil tank removed.
 - Forms need filed.
 - Payment \$2400 when forms filed.
 - Soil samples may need to be done.
 - Construction contract will be signed soon.
 - Deed in the hands of the Town attorney.
 - Elevator specifications received by Giancola.
 - Some color choices will be needed for exterior and interior of elevator.
 - Other business includes:
 - Chimney grant to be resubmitted.
 - Final end of the year budget report is forthcoming from the Town accountant.
 - Audit in October.
 - Many thanks to Pam for helping set up Library spreadsheets.
 - Current Library insurance will not cover construction but will cover the current building and the new completed addition but nothing during construction (i.e. injury to the present building during construction).

With no further business, motion to adjourn meeting made by Pat S and seconded by Joan.

Motion passed.

The meeting was adjourned by Chair Nancy mark at 7:30pm.

The next meeting is September 26, 2022 at 5:30pm.

Respectfully submitted,
Patricia A. Schroeder, Clerk

Librarian's report August 22, 2022

- Sharon and I are back to our regular schedule starting this week.
- Hubbardton appropriation (\$5,000,00) was received and deposited.
- Waiting for final OK from State regarding the oil tank removal and I will send check to Matt Schinski as soon as it is all complete.
- Following up this week on the clock repair (The Clock Doctor), the trim painter (Ray Papandrea), and I will call A-1 Plumbing to have them check out the plumbing issues with the downstairs bathroom.
- Vermont Reads books are at the library (*The Most Costly Journey*) and we will be collaborating with CU on some programming surrounding the book.
- Saturday 8/20 the library will be part of "Castleton Colonial Day" featuring a blue cat display loaned by Holly Hitchcock.
- The Castleton School Organization (CSO) will be holding their monthly meetings at the library starting in October. We are excited to have new parents and children coming on a regular basis.
- Sharon and I attended the Rutland County Library meeting in Sherburne (Killington) Library. We met with other directors and many of the State Librarian. Much discussion about the new Palace app. Castleton is slated to be in on the next roll out. It should be coming online by the end of September. Not all patrons will be able to use it so we will be initiating a very slow roll out.
- Programs: Sharon and Arianna had a Harry Potter Birthday party which was well attended. The Percy Jackson event was done twice. It was well attended both times. Teen Fashion Night was not as well attended but it was enjoyed. September will start our community art project and we will be announcing all the details soon. Fair Tale Festival in Killington on 9/17! Homebrewing with Bill Mares will be on 9/22. We will be taking a look to see how much more programming we can do with the beginning of construction.
- We are excited to work on the "Vermont/YA Room". The shelving was delivered and we are getting ready to do some painting. Furniture will be moved and lighting will be purchased. We think by the next board meeting it should be finished!
- Meetings are scheduled for the Castleton Holiday Market and Parade. We will be working with the Woman's Club again on a tree lighting.

Respectfully submitted,

Mary Kearns