

Castleton Free Library
Board Meeting Minutes
September 26, 2022
APPROVED

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: Bruce Williams, Clerk of the Works for the Handicap Access Project, via Zoom: Tom O'Brien, Architect, and Normandie Keller, Friends of the Library

Agenda:

The agenda was reviewed and approved after motion to approve made by Joan and seconded by Pam was passed.

1. Updates

- Letter of Intent to begin construction completed with demolition to start as early as 10-26-2022
- Foundation may be laid 11-3-2022
- Windows and roof February-March
- Construction insurance with VLCT
- Revised budget report and money on-hand given by Pat K
- Back chimney work has been completed
- Mr. Williams, Clerk of the Works, was introduced
- Mr. Williams congratulated Pat K on an excellent job with the project budget planning

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

Motion passed.

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

Motion passed.

Motion to send a letter to the Friends of the Library requesting the immediate disbursement of the remaining funds from the Denise Nangel bequest to the Restricted Account of the Library made by Pam and seconded by Pat S.

Motion passed.

Motion to begin construction as soon as possible made by Joan and seconded by Pam.

Motion passed.

Priority: installation of tank and restarting of heating. Mr. Williams and Mr. O'Brien will have a Zoom meeting with Giancola tomorrow.

2. Approval of Bills/Financial Statements

Motion to approve Bills and Financial Statements made by Joan and seconded by Pam.

Motion passed.

3. Approval of the minutes from August 22, 2022

Motion to approve the minutes from 8-22-2022 as written made by Joan and seconded by Nancy.

Motion passed.

4. ARPA funds

- Disbursement of the funds will occur soon

5. Fundraising

- There is an interest in fundraising by the Board and Librarians
- The purpose would be to increase community involvement with the Board and further the presence of the Library within the community.
- Further discussion at upcoming meetings

6. Community Members Questions/Comments

- None

7. Librarians Report

- See bulleted report
- Mary and Sharon congratulated on a job well done!
- New work-study students to start Wednesday's-Thursdays and Friday's in the afternoons

8. Review of the Conflict of Interest Policy

- This policy will be reviewed at next meeting
- Further additions to the Personnel Policy to be reviewed:
2 staff members present in the building at all times
When holidays should be taken
Accrual of vacation hours, yearly and maximum

9. Rear Chimney Repair

- The chimney has been rebuilt with a new liner
- \$22,000 to be paid with ARPA funds
- New grant revision for submission for the other chimneys
- Our mason will resume work on these in the spring

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

Motion passed.

The next meeting is October 24, 2022 at 5:30pm.

For review at that meeting:

- Library/Board fundraising
- Conflict of Interest Policy
- Additions/Corrections/Revisions to the Personnel Policies

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

Respectfully submitted,

Patricia A. Schroeder

Clerk

9/26/2022 Librarian's Report

- I have been in touch with the Clock Doctor about finishing the clock repair. We are on hold as the motor repair is waiting on parts. I will continue to follow up with him. I've also reached out to Ray Papandrea about the trim panting that was scheduled for this summer. He fell and tore both of his shoulders and is having surgery so will not be able to work this fall. He apologized and said he would put the project on the schedule for next year. He didn't anticipate any increase in the cost.
- Trivia angels have donated \$150.00 to the accessibility project. Not sure if they need another thank you note (ask Nancy).
- The library received as second shipment of 262 Covid take home tests. We are almost out of them. I will ask the state for more but I'm not sure whether or not we will be eligible. They have been extremely popular.
- CU donated home game football tickets for the library to hand out. We are excited to be able to provide them to our patrons.
- Programs: The Fairy tale Festival was a wonderful day. There were over 825 attendees! We had over 250 kids visit our booth and make magic wands and rainbow wall hangings. More came by and told us a riddle or joke to receive a gold coin. It was not only a good time but a great

networking event interacting with all the other libraries that set up booths. Sharon met with a Viking that has a game store in Rutland and he ending up donating a starter kit for our upcoming "Dungeons and Dragons" program. We used the \$300.00 we received from participating in the festival to purchase a new pop-up canopy for the library. The Brew program that we hired through the VHC Speaker's Bureau line up was very good. Bill Mares is a very engaging speaker. We only had a few people attend but they we very appreciative. Bill donated two of his books to the library for the Vermont Collection. The "Elephant & Piggy" party was a big success. Just from listening upstairs it sounded like a really good time. We continue to promote and reach out to collaborate with the community for the card catalog art project. CU has received a couple of packets as well as the high school, middle school and elementary school. This will culminate in a community art opening at the library sometime in November (before Thanksgiving). Sharon has a STEM Halloween program for older kids as well as the "Dungeons & Dragons" program also for older kids.

- Costume collection will be open for business the first week of October.
- The library is involved in the Castleton Holiday market and parade on Saturday, December 10th. The Women's Club will be, once again, lighting the holiday tree in front of the library. It will look different this year but we hope the new lighting will be more sustainable.
- Lastly, we plan to add a couple of sleds to our collection of 'non traditional' lending materials for patrons to borrow over the winter.

Respectfully submitted,

Mary Kearns