

Castleton Free Library
Board Meeting
April 25, 2022

Meeting started at 5:35 pm

Attending : Nancy Mark, Patrick Keller, Joan Brown, Mary Kearns, Pam Arel, Tom O'Brien

- Motion to accept minutes from 3/28/22 by Pat K, seconded by Nancy passed unanimously.
- Motion by Pat K to approve minutes from 4/9/22 meeting with architect and seconded by Nancy postponed until Pat S. could attend as Pam & Joanie did not attend 4/9/22 meeting
- Motion by Joan to accept financial documents (Edward Jones, HFCU operating account, HFCU restricted account, all spreadsheets) after correction of totals on March operating spreadsheet, seconded by Nancy, passed unanimously
- Mary stated that additional ARPA funds are available. Mary & Sharon would like to spend the some/all of the funds on the following:
 1. [Rolling shelves for Vermont Collection/YA in small reading room downstairs](#)
 2. [Story walk signage](#)
 3. [Parachute for children's playtime](#)
 4. [Laptop cases](#)
 5. [Umbrellas for shading outdoor programming](#)
- Nancy asked if these items were acceptable within the parameters of the grant. Mary stated that they were and receipts were needed for mandated reports for ARPA Funds
- Mark Alexander is CFL's new IT specialist. He was placed on retainer. He has updated KOHA, updated authentication protocols as per the state. He will be giving Mary & Sharon a tutorial on how to build custom reports in KOHA
- TY notes for 2 \$50 donations will be going out- Mary will inform Pat S.
- Revisions on construction plan sent to Scott Newman of Vermont Historic Preservation (VHP). They include wider windows- North entry, larger window in new bathroom, approved Smart clapboard siding, non-reflective flashing, EPDM membrane on roof, foundation finish to be TBD
- 3 Contractors will be contacted to give bids on removing oil tank
- Motion to accept new electronic Lending Policy by Pat K, seconded by Joan passed unanimously
- Motion to accept new Collection Development Policy with revisions (CFL has no control over titles in databases such as Kanopy, Libby, decisions about materials checked out by children aup to a parent/guardian not CFL) by Joan, seconded by Nancy passes unanimously
- Motion to accept Request to Reconsider Material Form by Joan, seconded by Nancy, passed unanimously

Cont: CFL Board Meeting 4/25/22

- Motion to hire Thomas O' Brien as the construction architect by Nancy, seconded by Pat K and passed unanimously.
- Nancy had questions about Tom's reimbursable expenses. Tom said for this job it would be travel expenses. Generally once per week (occasionally 2) at .50 per mile approximately 140 miles each trip
- Tom will create a clean copy of the original agreement and then add an addendum for construction phase services for clarity
- Community Development Program has agreed that VHP is complete so that CDP can sign a contract with the town
- Tom is sending updated exterior view of the addition to Nancy tonight
- Tom estimates that if a contract is signed with Giancola we may break ground in one month
- Pat K will be getting bids from 3 companies for removing the oil tank
- Children's room will be partially roped off during construction-Tom will advise on the extent of the barrier
- Motion by Joanie for the construction committee to review Tom's new contract for the construction phase- it is not to exceed \$18,000 seconded by Nancy. Passed unanimously
- Conflict of Interest Policy to be reviewed at next meeting

Next meeting is May 23, 2022 at 5:30 pm

Meeting adjourned 7:30 pm