

Castleton Free Library  
Board Meeting Minutes  
February 27, 2023  
APPROVED (March 27, 2023)

**Present:**

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Joan Brown, Pam Arel and Pat Keller (Pat K)  
Librarians: Mary Kearns, Library Director and Sharon Lovett-Graff, Children's and Young Adult Librarian  
Community Members: None present

The meeting was called to order at 5:36pm by Chair Nancy Mark.  
The agenda was reviewed and approved.

**Agenda:**

1. Approval of Bills/Financial Statements  
Motion to approve the Bills/Financial Statements made by Joan and seconded by Pam.  
Motion passed.
2. Approval of the minutes from January 23,2023  
Motion to approve, with correction as noted, made by Joan and seconded by Pam.  
Motion passed.
3. Librarians Report
  - See bulleted report
  - Town auditor made some suggestions for signing financial statements.  
Mary will make those changes with a new reporting sheet for Trustees full signatures.
  - Mary and Sharon have made several drop trips for old books, fluorescent bulbs, etc.-this is an ongoing effort.
  - February Children's Program was a big success with good attendance.
  - March event flyer reviewed.
  - The librarians are congratulated for their hard work-it is making the library a real community center for all ages!
4. Friends Meeting Report
  - \$1200 was offered to the Library from the Friends.
  - Discussed "garden volunteers".
  - Funding for the garden/flower boxes not currently available.
5. CU Library
  - If the CU Library opts to remove the books, we can anticipate an increase in Interlibrary Loan requests with CFL.
  - This will cause an increase in courier services.
  - Where will this money come from?

6. Handicap Access Report
  - Pat K reviewed budget activity details.
  - Mr. O'Brien's fees will show the amount of time spent updating the USDA Grant requirements as copious amounts of time have been required.
  - A "Reconciled Budget Form" will be required monthly by the USDA.
  - April 1<sup>st</sup> is the new start for construction.
  - All language for documents will need to be in "USDA language" and yet be compatible with VT grant!
  - Pat K is congratulated for all his hard work and attention to detail for this process!
7. Community Comments/Questions: none present
8. A special thanks to Trustee Joan Brown. This is her last Board meeting as she is retiring from the Board. Thank you, Joan, for all your time and attention during your years of service. You will be missed at the meetings but we will continue to see you at the library!

The next meeting will be an Organizational Meeting on March 14, 2023 at 5:30pm.  
The next regularly scheduled meeting will be March 27, 2023 at 5:30pm.

Motion to adjourn made by Pat S. and seconded by Pat K.  
Motion passed.

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

Respectfully submitted,  
Patricia A. Schroeder  
Clerk