

Castleton Free Library
Board Meeting Minutes
April 29, 2019
APPROVED: May 20, 2019

Present:

Board Members: Pam Arel, Joan Brown, Tom Kearns, Nancy Mark

Library Staff: Jan Jones, Library Director; Mary Kearns, Adult Librarian

Others in Attendance: Mike Jones, Town Manager; Normandie Keller

Tom called the meeting to order at 6:02 p.m.

Tom welcomed Mike Jones, Town Manager to the meeting and introduced the members of the board and others in attendance.

Addressing his comments to the Town Manager, Tom explained the legal status of the Library as a private, not-for-profit corporation with 501(c)(3) recognition. Providing some background for the land swap that occurred years ago with the school district that pertains to the side parking lot, he expressed the request from the Library Board that should the school property revert to the town at any point, that the Library would be eager to retain access to the parking area on the west side of the grounds. Tom referenced the 500 year lease that is attached to this property which stipulates that the land be used "only for educational purposes." Mike was aware of the terms of the lease.

Jan spoke asking that the Town include the Library in its communication and future plans, such as grants. Mike asked for the email addresses for the Library staff and trustees so that he can provide any information when appropriate. The Board will send him its contact information with individual email addresses, for that purpose.

Mike outlined the potential for three Town committees that he is proposing for consideration to the Select Board: Public Safety; Public Works; Community Development.

Tom proposed that the Library and the Town of Castleton enter into a Memorandum of Understanding that will outline responsibilities for each party. It was agreed that the Trustees will search for templates for libraries and towns in similar situations and submit them to the Town Manager.

Other Business:

- Nancy suggested that we allot time at our meetings to address and develop policies as well as other duties of trustees. Mary proposed that the Board consider a Collections Policy at our next meeting. Jan will send a draft policy before the next meeting in order to facilitate approval at the May meeting.

The next meeting will be held on Monday, May 20 at 6:00 p.m.

Joan moved to adjourn. Pam seconded.

Meeting adjourned at 7:46 p.m.

Respectfully submitted,
Nancy Mark
Clerk