

Castleton Free Library

Board Meeting Minutes

January 28, 2019

Approved: February 25, 2019

Present:

Board Members: Pam Arel, Joan Brown, Dick Diehl, Nancy Mark

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

Others in Attendance: Charlotte Gerstein, Martha Molnar

Clerk Nancy Mark called the meeting to order at 5:35 p.m.

Charlotte Gerstein was invited to speak on behalf of the Castleton Bridge Initiative. She explained that the Initiative represents an effort to bring together the Town of Castleton and Castleton University. The Initiative is requesting permission to place a sign on the Library property for the purposes of posting special events at the University that would be of interest to the citizens of Castleton. Charlotte explained that the Castleton Student Association has dedicated funds for an amount of up to \$900.00 to purchase the sign. Charlotte presented examples of the dimensions of the sign that was described as 53" wide and 39" high. The board members asked questions of Charlotte and discussed the offer.

Nancy will contact the town regarding zoning and any relevant guidelines and report back at the February meeting.

The board will review the findings at the February meeting, including, weather permitting, an opportunity to see an example of the sign on the property in the size proposed. The board hopes to make a decision at the February meeting.

Joan moved to approve the minutes of December 17, 2019. Pam seconded the motion. Mary offered an amendment. The minutes were approved unanimously as amended.

Financial Statements:

Jan reported that the Citizens Bank account is closed.

The statements from Family Heritage Credit Union, Edward Jones Investment account and the final statement from Citizens Bank were circulated and reviewed.

Pam moved to accept the financial reports, seconded by Joan.
All approved.

Librarians' Reports:

- The Town of Castleton has removed a tree from the Library property. The cost to the Library is \$350.00
- A private donation and letter of appreciation was received from a local resident.
- The Library has been granted a new workstudy student from Castleton University who will be working six hours a week.
- The recent rains exposed some drainage issues in and around the building. It became necessary for the librarians to bail the water and ultimately to reduce the hours of the library for one day for safety concerns for the patrons. The board is actively working to secure a contractor to correct the situation.
- Robbie Burns Night was held at the Library on Friday, January 23. Despite the icy weather, seventeen people attended.
- The Mapping Program on Saturday, January 26, was well attended.
- Family Art Night, on January 22, resulted in an enthusiastic and strong turnout. Over 18 children attended as well as parents.
- Future events include:

Saturday morning Tiny Dancers program, in collaboration with the Castleton Recreation Department.

The second annual "Galantine's Day" party will take place at the Library on February 13 at 7:00 p.m., featuring food, poems and readings for the day.

Mary is organizing the presentation of the speech of Frederick Douglass for the Castleton 4th of July celebration.

- The Annual Report from the Vermont Department of Libraries report for the CFL shows an increase in attendance and a decrease in circulation. At the

same time, the circulation of downloadable books is up as well as the numbers for children's circulation. Jan will continue to monitor the patron list.

- The budget for the Library from the Town of Castleton was level funded, representing approximately \$1,000 less than the budget the Library submitted.

- Jan presented the draft of the Library Behavior Policy.

Joan moved to approve the policy. Pam seconded.

Policy approved.

Jan will send the approved policy.

- Jan noted that the parking situation on the west side of the Library could be impacted by future plans for the use of what is now the Castleton Village School. Pam will email the Superintendent in order to communicate the Library's interest in receiving future updates.

Jan shared information regarding outreach to the community of Castleton leveraging the Harwood protocols. The board agreed that this would be discussed at the March meeting with the intention of beginning the process in April.

Joan moved to adjourn. Motion seconded by Pam.

Next meeting; February 25, 2019 at 6:00 p.m.

Respectfully Submitted,
Nancy Mark
Clerk