

Castleton Free Library
Board Meeting Minutes
October 28, 2019
Approved November 25, 2019

Present:

Board Members: Pam Arel, Joan Brown, Tom Kearns, Nancy Mark
via Phone: Pat Schroeder

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

The meeting was called to order by Chair Tom Kearns at 6:04 p.m.

Minutes of the September 23 meeting were reviewed.

Joan moved to approve the minutes as amended.

Seconded by Pam.

All approved.

Financial Report:

Jan reported that the \$5,000.00 appropriation from the Town of Hubbardton has been received.

The 990 Report to the IRS will be filed with an extension in order to coordinate with reporting from the Town of Castleton.

Financial statements from the Heritage Family Credit Union and Edward Jones Investments were reviewed by the board.

Joan moved to approved the financial reports.

Pam seconded.

Motion passed.

Buildings and Grounds:

Work on the upstairs floor is expected to begin shortly, as well as an estimate for installation of hardwood in needed areas.

Jan has contacted the furnace cleaner and is expecting a scheduled cleaning soon.

Jan has been in touch with Jim Roberts who reports that the paving company is planning on completing the requested work at the rear of the building.

The Library is hiring the CU work-study student for jobs in addition to his regular responsibilities. He will work on snow removal as well as preparation of the ditch needed for electrical work.

Sbardella Roofing will inspect the roof, with attention to the condition of the tiles, the flashing, the eyebrow, etc. The company will also examine the rear sloping roof and will suggest remedies for sliding ice, etc.

Outside electrical issues:

A new underground electrical line has been installed.

Costs for outside electrical projects. Total costs are under budget.

\$348.00 - Lighting of the American Legion flag

\$200.00 - Chris Immel mechanical ditch digging

\$985.00 - Remainder costs

The Board expressed its thanks to Jan for troubleshooting these electrical issues.

Librarians' Program Reports:

- CFL will host a program on November 6 from 5:00-6:30 p.m. from Vermont Health Connect. They will present information regarding enrollment in health care plans.
- "What is Art?" will be the topic of a Library program on November 21 at 7:00 p.m. This presentation by David Mills is sponsored by the Vermont Humanities Council.
- JoAnn Riley's mask collection is on display in the adult section. In addition, thanks to Mary Kearns's membership with the Castleton Historical Society, the library will have a display commemorating the Blue Cat of Castleton.
- The Science Pubs are underway. The pubs are sponsored by the Friends of the Castleton Free Library and are held at 4:00 p.m. at various locations on the first Sunday of the months of November through April.
- A Halloween Thriller and Craft Night is planned for October 30. In honor of Halloween the Library will be open late for trick-or-treaters on October 31.
- Thanks to the Vermont Reads Grant, the Library has received multiple copies of this year's book, "March." The Free Library will be collaborating with the Castleton University Library and CU librarian, Charlotte Gerstein, for mutual book discussions.
- The Castleton Free Library will be open extended hours on November 9 for International Games Day.
- The Christmas Tree on the front lawn of the Library will be lit on Saturday, December 7, as the town Tractor Parade begins. With the plans for both the parade and the town Santa event to follow at the Fire House, the Library will make changes to the traditional Castleton Woman's Club Christmas party, and instead will have another celebration featuring holiday stories and songs at a later date in December.

Other Business:

Jan expressed her appreciation for the recent Library Directors Summit Meeting and commended the Vermont Department of Libraries for its professionalism and leadership.

New Planning Grants from the Department will soon be available. Jan intends to apply on behalf the CFL.

Budget Planning:

Jan requested that the Board consider adding hours to the current librarians' schedules or perhaps adding an additional staff member.

Jan asks that the Board give thought to adding a trustee from the Town of Hubbardton.

All agreed that the Board needs to review and update the job descriptions for the Director and the Adult Librarian.

Other Business:

The Trustees are waiting to be contacted by the Steering Committee of the Friends of the Library regarding a date to discuss handicap access and potential architects.

The regular next meeting of the Trustees is scheduled for 6:00 p.m., Monday, November 25, 2019.

Pam proposed that we schedule an additional meeting on December 9, 2019 for budget preparation. That meeting has been tentatively scheduled for 6:00 p.m. that night.

Joan moved to adjourn the meeting.

Pam seconded.

All approved.

The meeting adjourned at 7:51 p.m.

Respectfully submitted,
Nancy Mark
Clerk