

Castleton Free Library  
Board Meeting Minutes  
March 18, 2019  
Approved: April 29, 2019

Present:

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

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

Others in Attendance: Sue Day

Jan opened the meeting at 6:14 p.m. with a welcome to Pat Schroeder, newly elected trustee, followed by each trustee and staff member providing a short personal background statement.

The board proceeded with the nomination and election of Trustee officers.

- Joan suggested we continue with the same officers for this new year. She nominated Tom for Chair, seconded by Pam. Pam offered her confidence in maintaining the same officer positions and thanked Nancy for her work as Clerk.

- Nancy expressed her concern about the perception of a Conflict of Interest if Tom remains Chairman. She referenced both the Town of Castleton Conflict of Interest Policy and the Policy from the Vermont League of Cities and Towns.

- The board engaged in further discussion on the matter of Conflict of Interest with some members stating that Tom can recuse himself from any votes that involve a family member. Tom referenced The Manual for Vermont Library Trustees which discusses the small population of many Vermont communities and the likelihood that public officers and employees may be related. Nancy continued to register concern for the public perception of a conflict of interest at the Library and the hope that the Library Board demonstrate high standards in this regard.

- The board called for a vote for the nomination for Tom for Chair. The motion passed with three yes, one no and one abstention.

- Joan nominated Pam for Treasurer; Nancy seconded. All approved.

- Joan nominated Nancy for Clerk; Pam seconded. All approved.

Chairman Tom Kearns ran the remainder of the meeting.

Jan distributed the Trustee By Laws for all trustees.

- Approval of Minutes:

Joan moved to approve the minutes of February 25, 2019. Pam seconded. All approved.

- Financial Reports

Jan distributed the bank statement from Heritage Family Credit Union checking account. The board reviewed and approved the summary.

- Bridge Committee Request for a Sign

The board agreed to table the decision regarding the request from the Bridge Committee. Jan will attend the April meeting of the Committee and will report back to the board with answers to the questions posed by the board.

In addition, the Committee invites the Library to have a float in the July 4 Town Parade as well as an information table that day. The board agreed to discuss this at its next meeting.

- Repairs and Maintenance

Local contractor Jim Roberts has inspected the rear of the library property and confirmed that poor drainage will necessitate attention to that area, including paving, grating, installation of a perforated pipe and a retaining wall. His work will begin with correcting the pad at the rear door.

Jan will meet with Peter Kennedy, electrician, to assess needed repairs and/or upgrades in the following areas:

- ° the wiring of the automatic door in the rear
- ° the lights in the basement
- ° the fixture at the bottom of the stairs leading to the basement
- ° a wall sconce
- ° grounding of a specific outlet

Jan will invite Peter to propose possible solutions for adding lighting for the side parking lot

Jan has contacted Jake Sheldrick for floor refinishing in some sections of the upstairs as well as recoating of the floor.

The Town Tree Warden has visited the property and reports that the large maple tree will be pruned. The town will plant a new tree on the front lawn in the fall.

- Pam will invite Town Manager, Mike Jones, to our April meeting. This would provide an opportunity to discuss the future of the land adjacent to the library, the current site of Castleton/Hubbardton Village School.

- Jan requested that the board consider adding a board member from the Town of Hubbardton

- Librarians' Reports:

- ° The Maple Festival on March 9, hosted by the Friends of the Castleton Free Library, was attended by 75 people.

- ° Attendance at the weekly Story Hours has increased.

- ° The first Brown Bag Lunch highlighting Castleton University international students was a success. The next lunches are scheduled for the

first Wednesday of April and May at noon.

▪ Family Math Madness will be held on March 25.

▪ In honor of Poetry Month, the library will host two events. April 18 will be an event called Poetry in Your Pocket. On April 23 five local poets will share their work.

▪ In celebration of Library Week, April 7-13, the Friends of the Library will collaborate with the library to host an "Adopt an Author " program.

▪ Mary will meet with Tom Hughes from the Castleton Historical Society as part of her work with conservation and restoration of local records and documents.

▪ William Edelglass will present a program on May 16 at 7:00 p.m., The History of Race.

• The Library will host a reading of the historical speech by Frederick Douglass. The speech will be read at the Library on July 3 as a feature of the Castleton 4<sup>th</sup> of July celebration. Thanks to the Vermont Council on the Humanities for its support.

Jan invited any interested board members to attend the Town Officers Conference on April 11 at the Holiday Inn. This program is sponsored by the Vermont League of Cities and Towns. Nancy and Pat will attend.

The Vermont Library Association Trustees and Friends Conference will be held on May 21 at the University of Vermont. The Vermont Library Conference will follow on May 22. All are encouraged to attend. Registration information will be sent to the trustees when available.

Mary plans to attend the NARCAN Workshop in Rutland on May 22.

The board discussed the benefits of using the sidewalk sign to announce all upcoming board meetings.

Pam will ask Mike Jones if he would agree to post the library board agenda and minutes on the Castleton Town website.

Next meeting: Monday, April 29 at 6:00 p.m.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,  
Nancy Mark  
Clerk