

Castleton Free Library
Board Meeting Minutes
January 27, 2020
Approved: February 24, 2020

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: Normandie Keller

The meeting was called to order by Chair, Tom Kearns, at 6:03 p.m.

Minutes of the November 25, 2019 meeting were reviewed.
Joan moved to approve the minutes, seconded by Pat.
Motion passed.

Financial Reports:

Jan circulated the banking statements from the Heritage Family Credit Union checking account and the Edward Jones investment account.
Joan moved to approve the financial report, seconded by Tom.
All approved.

Building and Maintenance Updates:

- Repairs have been made to the roof by a local contractor. The same company will inspect the roof each year and recommend any needed servicing on a yearly basis.
- Upstairs floor is in need of refreshing. The hope is that the contractor will submit an estimate that will be affordable so that the work can cover the entire first floor. The appraisal will be sent to Tom who will evaluate the quality and cost of the proposed work. If the proposal is acceptable, Tom will approve payment and schedule the project as soon possible.
- Library continues to seek someone to shovel/ clean the walkways in the event of inclement weather.
- Regular cleaning person is leaving the area, creating an opening for a new service or employee to fill this need. Jan will be speaking with Melanie Combs for guidance regarding eligibility of a current employee to work in this additional position.

Librarians' Reports:

- Mary is planning on hosting a program for adults on February 20 at 7:00 p.m. to focus on current uses and applications of technology.
- Jan will be offering a Family Math and Logic Night, Friday, January 31.
- The library will be purchasing two new laptops for patrons, using funds in the current budget.

Accessibility Update:

The board invited Normandie Keller to speak. As President of the Castleton Friends of the Library Steering Committee, Normandie has been one of the members of the ad hoc committee comprised of two Friends, two Trustees and a community member. The purpose of the committee is to interview architects with the hope of procuring a plan to provide handicap access to the library. Normandie reported that the committee is expecting two proposals. The full library board will be involved as the project progresses. On behalf of the project, Nancy is pursuing a Planning Grant from the Vermont Community Development Program. She will contact Mike Jones to keep him informed.

Other Business:

- Jan will prepare a two-sided sheet for Town Meeting with the budget and other pertinent information. This will be available on a table for taxpayers.
- Pat and Nancy are working on a draft of a Memorandum of Understanding with the purpose of clarifying the relationship between the Library and the Town.

The meeting adjourned at 7:45

The next meeting will be held on Monday, February 24 at 6:00 p.m.