

Castleton Free Library  
Board Meeting Minutes  
August 3, 2020  
Approved

Present:

Board: Chair Nancy Mark, Patrick Keller (Pat K), Joan Brown, Pam Arel, Patricia Schroeder (Pat S)  
Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Librarian  
Community members: Tom Kearns

Meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:34p.

Agenda:

1. Motion to approve agenda was made by Pat K and seconded by Joan.  
Motion passed.
2. Motion to approve minutes of Handicap Accessibility Project Committee with dates of 6/24/2020, 7/01/2020, 7/02/2020, 7/06/2020, and 7/14/2020 was made by Pat K and seconded by Pat S.  
Motion passed.
3. Motion to approve Board minutes from 7/20/2020 was made by Joan and seconded by Pat K.  
Motion passed.
4. Motion to approve Bills/Financial Statements was made by Joan and seconded by Pat K.  
Motion passed.
  - For next meeting, Board to review end of budget year funds and items that need maintenance that may have been deferred.
  - Under this topic was the payment for architect. Use carry over or regular account?  
General ledger issue for which tracking is essential.
5. Memorandum of Understanding  
First draft briefly reviewed.  
Further review after recommendations added. Tabled for next meeting.
  - Under this topic was the idea of exploring the establishment of a Capital Improvement Fund. Further discussion needed
6. Librarians job descriptions  
First drafts briefly reviewed.  
Suggestions to go back to Jan and Mary.  
Further review after recommendations added. Tabled for next meeting.
7. Summer/Fall Children's Programming  
There are approximately 11 different Story Hours on Face book live with 187 views.  
The Theme Bags have had 12-15 books with a project per bag with good response.  
One story walk at CU regarding salamanders.

38 are in the summer reading group and there will be prizes for those meeting their goals. Fall will be some of the same ideas with Zoom to older children.

Homeschoolers may be an untapped market.

- On this topic, the website cannot post videos.
- For more discussion at another meeting is the website and possible updating.
- Concerns about when the downstairs will become available at least for adults to browse for books for the children.
- Discussion regarding preparing the downstairs for reopening particularly with school reopening
- Goal is September 1<sup>st</sup> to allow up to 2 adults to be able to browse the downstairs for books.
- Possibly one outdoor event to feature new children's books as they get ready for reading for school.

8. Librarians' report

½ of the inventory is complete. Many interruptions now with partial opening.

Motion to hire a substitute for approximately one week 20 hours to complete the inventory during the month of August at substitute wages made by Pat S and seconded by Pam.

Motion passed.

9. Enhanced outdoor Wi-Fi

Mary will pursue any programs that the state may have to help with the improvement of enhanced Wi-Fi outside. Main contact for this is Joshua.

10. Pam brought concerns regarding the exterior of the building with trim peeling and shutters needing to be placed. The front door also needs updated. All the Board in agreement with further discussion needed.

11. VCDP update

\$468-500K is the estimate.

Select Board approved the resolution for the grant.

Public hearing via Zoom for August 20, 2020 at 7p.

Environmental review still in process and may need a level II inspection.

Property line still in question but we have received support from the school district for possible easement considerations.

Fire Marshall conversation went well as reported per Jan.

Chimney needs a mason as bricks are falling. How will this impact the building plan?

12. Other grants \$25,000 or less that may be available

VT Historical Preservation Grant Program may be considered for front door improvement.

Motion to adjourn was made by Joan and seconded by Pat K.

Motion passed.

Meeting was adjourned by the Chair Nancy Mark at 7:24p.

The next meeting will be August 24, 2020 at 5:30p.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk