

Castleton Free Library  
Board Meeting Minutes  
August 24, 2020  
Approved

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Patrick Keller (Pat K), Pam Arel, Joan Brown  
Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Director  
Community Members: none

The meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:33pm.

Agenda:

1. Motion to approve August 3<sup>rd</sup> minutes made by Joan and seconded by Pat K.  
Minutes reviewed and will be revised for approval at next meeting.  
Motion to approve August 20<sup>th</sup> Public Forum minutes made by Pat K and seconded by Pam.  
Motion passed.
2. Motion to approve Bills/Financial Statements made by Joan and seconded by Pat K.  
Motion passed.
3. Memorandum of Understanding-2<sup>nd</sup> review
  - Committee will continue to revise/review for further discussion at next meeting.
  - Jan will send out personnel policies to help with revisions/review.
4. Payroll protocol from Vt. Department of Libraries
  - Logs need to be approved prior to time sheet submission.
  - Reason for logs: to be able to answer any questions regarding what was completed when library building was closed.
  - Example of work topics: comparison of circulation during Covid as compared to last year at same time with numbers of 2082 circulations last year and 2531 circulations this year.
  - At next meeting, librarian log of work topics in report form.
  - It is suggested that all time sheets be submitted at same time with cc to Board Chair.
  - Logs to Board Chair-> time sheets approved by Chair prior to payroll submission.

Motion to approve logs and time sheets by Chair prior to payroll submission made by Pat K and seconded by Pam.  
Motion approved.
5. Job descriptions-2<sup>nd</sup> review
  - Further review is needed.
  - Four descriptions to be reviewed: Library Director, Children's Librarian, Adult Services Director and Library Technology Specialist.
  - Formatting should be unified throughout.
  - Subcommittee formed to include Pat S, Pat K, Mary and Jan.

- Drafts to be ready for next meeting.
6. Website review and discussion
- Update needed.
  - Often comes up as “malware”.
  - Subcommittee established with Pam, Jan and Mary.
  - Recommendations for “likes and dislikes” to be sent to subcommittee.
  - Web designer needed.
  - Ultimately may need to consider website as Library Technology Specialists duty.

7. Librarians’ report

Summer summary:

- Children’s’ section September 1<sup>st</sup> opening with 2 adults only.
- Limited opening September 14<sup>th</sup> with one family or no more than 6 people.
- Close adult supervision with masks and precautions.
- 15 minute limits

Fall:

- Continue Theme Bags
- Help Home Schoolers

Motion made to open Children’s Section September 1<sup>st</sup> for 2 adults then September 14<sup>th</sup> for limited use by one family or no more than 6 people with all precautions followed such as masks and hand sanitizer for 15 minute at a time by Pat K and seconded by Pam. Motion passed.

Jan to present plan.

Adult programming:

- October “Rooted in Vermont”
- October 15<sup>th</sup> program with Joe Mark
- Live music streaming around the holidays

Motion to adjourn and continue agenda at a special meeting for August 31, 2020 made by Pat S and seconded by Joan.

Motion passed.

Meeting adjourned by Chair Nancy Mark at 7:41pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk