

Castleton Free Library
Board Meeting Minutes
October 26, 2020
APPROVED

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Patrick Keller (Pat K),
Joan Brown and Pam Arel

Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Librarian

Community Members: none

The meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:32p.

A general shout out to Mark Brown for his FPF articles.

A general shout out to Pat K for filling in the pot holes in the library parking area.

A general shout out to Pat K, Pam and Mary for all their hard work in the library garden.

Agenda:

1. Motion to approve the minutes from September 28, 2020 made by Joan and seconded by Pat K.
Motion passed with change to be made to spelling of Worchester and money amount of Vermont Preservation grant.
2. Motion to approve the Bills/Financial Statements was made by Joan and seconded by Pat K.
Motion passed.
3. Reports and Updates
 - Grants:
 - a. The Vermont Historical Preservation grant completed by Jan.
The front door was eliminated due to criteria from the Dept. of Interior. The shutters, clock and chime, masonry work and exterior painting with the clock tower were submitted. Amount requested is \$14,000 with match of \$14,000. The meeting is in December and notification is in December or January.
 - b. The Vermont Preservation Trust was completed by Pat K. included in this grant request was masonry work and front door. Amount requested was for total \$10,000 with \$10,000 match.

- c. The Hills and Hollow grant was completed by Nancy Mark. This is through the Johnson Family Foundation for up to \$7500. Any grant received will be used for the Handicap Access Project.
- d. Vermont Community Development Grant is through the town. The University won a \$200,000 reward and did not use it.
- e. Handicap Access Project budget was reported by Chair Nancy. We are over budget presently by \$12,912. Reasons for this include updates in money for parking spots, drainage, design processes, preconstruction testing and fire safety permits.

Motion for Library Board to agree to a fund raising plan and private grant pursuits up to the amount of \$50,000 in order to meet any shortfalls in the Accessibility Project made by Pat K and seconded by Joan.

Motion passed.

- f. Library/School Land report made by Chair Nancy. Line adjustment is in process. Progressing.

4. Librarians Reports

Jan is back to regular hours.

Recent donations noted. Thank you notes sent.

- \$200 from MF
- \$100 from JF and PC
- \$20 from LC

Courier grant received.

Upstairs floor completion is backlogged due to product backlog.

Mary reported a nice turnout for the Pond to Table program.

She will be doing a Poe reading for Halloween.

Planning a craft program for the holidays.

New flags and flag pole for the library from the Friends.

The website is coming along.

Many thanks to Mary!!

5. Job Descriptions

Motion to accept the Adult Service Librarian, the Child and Youth Librarian, the Library Technical Specialist and the Library Director job descriptions made by Pat K and seconded by Joan.

Motion passed with addition of “scheduling of Library use by outside groups will be a shared responsibility by all the Librarians” to all the job descriptions.

6. Other Business

Treasurer Pam is to open a new account for “Project Donations”.

The next meeting will be November 23, 2020 at 5:30p.

Statistical report from the VT Dept. of Libraries will be reviewed.

The front door status will be reviewed.

Budget projections and discussion at next meeting.

Motion to adjourn made by Pat S and seconded by Joan.

Motion passed.

Meeting adjourned by Chair Nancy Mark at 6:45p.

Respectfully submitted,

Patricia A. Schroeder

Clerk