

Castleton Free Library  
Board Meeting Minutes  
December 28, 2020  
APPROVED

**Present:**

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

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

Community Members: Liz McKay

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

**Agenda:**

1. Agenda review was completed and a motion to approve the agenda was made by Joan and seconded by Pat S.

Motion passed.

The next meeting was set for January 25, 2021 at 5:30pm.

2. Motion to approve the minutes of November 19, 2020 was made by Joan and seconded by Pat K.

Motion passed.

3. Motion to approve the Bills/Financial Statements made by Joan and seconded by Pat K.

Motion passed.

Notes: Accessibility Project is restricted funds to special account. Other projects can be paid from regular accounts.

Vt. Development Fund has the Town as the fiscal agent.

Available funds approximately \$44500.

Checking account in November approximately \$33,000.

Bill has been received for tree removal of \$585 with additional \$150 for stump removal.

4. Approval of Memorandum of Understanding

Motion to approve the MOU draft to be reviewed with the Town with corrections made by Pat K and seconded by Joan.

Motion passed.

5. Report on Grant applications/Awards

See other notes November 19, 2020

6. Priority repairs

Chimney repair

Front door/painting

Motion to prioritize front door repair and painting the trim with Preservation Trust funding made by Pat K and seconded by Joan.

Motion passed.

Motion to have Tom Kearns do immediate repair to latch of front door made by Joan and seconded by Pat S.

Motion passed.

Motion to set Chimney repair as a priority and pursue the grant possibilities at the next meeting made by Joan and seconded by Pat K.

Motion passed.

7. Library Director's concerns

Jan has concerns regarding governance and response to pandemic in accordance with Gov. Scott's Executive Orders. Specifically Addendum 9 which extends State of Emergency to January 15<sup>th</sup>.

Library should be following curbside and appointment only.

Day to day decisions should be made by the Library staff, especially as it pertains to staff safety.

Motion to proceed to Executive Session to discuss concerns made by Pat S and seconded by Pat K.

Motion passed.

The Board gave much attention and discussion to the above. The previous motion from November 19, 2020 was reviewed.

The previous motion was endorsed with the addition to recommend the use of paid staff to be used to allow easier approval for time off for the staff.

Motion to approve the use of paid staff to be utilized for Library's staff Paid Time Off (PTO) requests was made by Pat K and seconded by Pat S.  
Motion passed.

Motion to adjourn was made by Joan and seconded by Pam  
Motion passed.

Meeting was adjourned by Chair Nancy Mark at 7:53pm.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk