

Castleton Free Library  
Special Board Meeting Minutes  
January 11, 2021  
APPROVED

**Present:**

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

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

Community Members: Normandie Keller, President Friends of the Library and Martha Molner, Friends of the Library

The meeting, via Zoom conferencing, was called to order by the Chair Nancy Mark at 5:31pm.

1. Agenda was reviewed and approved.
2. Discussion

The purpose of the meeting is to review the current COVID stats and the CFL Services as they relate to that data.

The town's numbers have progressed from 25 cases to 36 on 1-6-2021.

The rate has increased slightly to 21-40/ 10,000 people.

0 Elementary School

0 Village School

3 Castleton University

Motion from November 19, 2020 reviewed.

Motion remains appropriate.

Services will continue with the following suggestions:

- Plastic shield to be used at downstairs desk
- Signs posted regarding illness symptoms
- Allow same number of patrons upstairs as well as downstairs
- Enforce the appointments and follow rules

- Information updated on the website
  - The downstairs door to be used for the Children's patrons. Patrons should not use front door to access the downstairs.
  - The language needs strengthening on the website.
  - There will be a re-evaluation of the above at the next meeting.
3. It was requested that the Vermont Library Spreadsheet be updated. Jan will complete.
  4. Update on expenses  
\$585 for Tree Inc.  
\$150 for stump removal  
\$991 for legal services  
All previously approved.
  5. Draft Memorandum of Understanding will be presented to Town Manager, Mike Jones by Chair Nancy Mark and Pam Arel

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

Motion passed.

Meeting adjourned by Chair Nancy Mark at 6:02pm.

Next meeting on January 25, 2021 at 5:30pm.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk