

Castleton Free Library
Board Meeting Minutes
January 24, 2022
APPROVED (2-24-20220

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: None present

The meeting was called to order by the Chair, Nancy Mark, at 5:32pm.
The agenda was reviewed and approved as presented.

Agenda:

1. Review of minutes from the meeting of December 27, 2021
Motion to approve the minutes as written made by Joan and seconded by Pat S.
Motion passed.
2. Review of Bills/Financial Statements
Motion to approve the Bills/Financial Statements made by Pat S and seconded by Joan.
Motion passed.
3. Community members questions/interests
No community members present
4. Construction update
 - Plans accepted
 - Invitation to bid in the Rutland Herald
 - Invitation also available online and at library website
 - Blueprints are in the library
 - Mr. O'Brien's letter reviewed
5. Librarians Report
 - See bulleted report
 - Problems with access to online new books in process of evaluation with more information to follow

6. Strategic Plan-1st reading
 - Further revision to be accomplished with those revision presented at the next meeting
7. Policy Inventory Review
 - Completed: Personnel Policies, Pandemic and Emergency
 - Mary Kearns and Nancy Mark will review the list further
 - A binder with all current policies will be made for all Board members
8. Recap
 - More information on "problems with access and system"- Mary
 - Inventory of current and suggested policies-Mary and Nancy
 - Update the cover page of Personnel Policies to reflect approval date-Pat S
 - Further revision of Strategic Plan-Pat S, Mary and Nancy
 - Inquire as to Sharon attending Board meetings-Mary

The next regularly scheduled meeting of the Board will be Monday, February 28, 2022 at 5:30pm.

A special Board Meeting will be held Thursday, February 24, 2022 at 5:30pm for the selection of the contractor.

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

Motion passed.

The meeting was adjourned by Chair Nancy Mark at 6:50pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarian's report for 1/24/22

- Capital Assets policy sent to Nathan (auditor). I think this will alleviate the prejudicial mark against the library in the Town report. Not sure it will be reflected in this year's report.
- Children's outdoor tables and stools have been received (ARPA funds)
- Email list is progressing
- Working on codifying on "tasks and procedures" for future use with sustainability in mind
- Children's area is coming along nicely. Books continue to be weeded. Story hour is lightly attended but with COVID still rampant we are happy with numbers. Sharon has put together themed book backpacks for families and kids. She is also promoting them. Lego club was restarted. The children's holiday vacation programs were also lightly attended but enjoyed by those who ventured out.
- "Blind Date with a Book" will be set up again for an adult Valentine's Day program. Books are put in paper bags and patron's check them out without knowing what the title is.
- Downstairs child's toilet has been giving us problems. Paul Maclure should be in soon to fix this.
- Did we send a thank you to Tim Johnson for his donation and to the Castleton Legion? I have addresses if needed.
- Lastly, I am aware of the problem with accessing the Adult New materials location in our online catalog. Koha needs updating. I am seeking out different ways to fix this in a sustainable way. I should have a recommendation at the next meeting.