

Castleton Free Library  
Board of Trustees  
Organizational Meeting  
March 10, 2025  
APPROVED ( March 24, 2025)

**Present:**

Board: Nancy Mark (Nancy M), Sue DeCarolis (Sue D), Pat Schroeder (Pat S), Patrick Keller (Pat K)  
Librarians: Mary Kearns, Library Director  
Community Members: None

The meeting was called to order by Library Director Mary Kearns at 5:33pm.

The purpose of the meeting was to elect the Trustee Officers for the coming year, set the times and dates for regular meetings, determine the publication of record, and designate the location(s) for the posting of meeting minutes.

**Agenda:**

Motion to approve the agenda made by Pat S and seconded by Sue D.

Motion passed.

1. The Election of Officers

- Motion to nominate Nancy Mark as Chair made by Pat S and seconded by Sue D.  
Motion passed.

(Chair Nancy Mark then commenced the rest of the meeting).

- Motion to nominate Pat S as Clerk made by Sue D and seconded by Nancy M.  
Motion passed.

- Motion to nominate Sue D as the Treasurer made by Pat S and seconded by Nancy M.  
Motion passed.

2. Times and Dates of Regular Meetings

- Motion to have the monthly meetings on the 4<sup>th</sup> Monday of each month at 5:30pm made by Pat S and seconded by Nancy M.  
Motion passed.

3. Publication of Record

- Motion to designate the Rutland Herald as the publication of record made by Pat S and seconded by Sue D.  
Motion passed.

4. Posting of the Meeting Minutes

- Motion to post the approved meeting minutes on the Library website and to place a hard copy at the Town Office made by Pat S and seconded by Nancy Mark.  
Motion passed.

5. Two-Year CFL Trustee Opening

- The recent March election did not yield a candidate to fill the 2 year vacancy.
- Two individuals have come forward as candidates.
- Motion to appoint Mark Brownell to the two year Trustee vacancy and if Mark declines, the alternate would be Laura Foley made by Sue D and seconded by Pat S.  
Motion passed.

Motion to adjourn made by Pat S and seconded by Sue D.

Motion passed.

The meeting was adjourned by Chair Nancy Mark at 6:25pm.

The next meeting is March 24, 2025 at 5:30pm.

Respectfully submitted,  
Patricia A. Schroeder, Clerk