

Castleton Free Library  
Board of Trustees Meeting  
June 23, 2025  
APPROVED (July 28,2025)

**Present:**

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Mark Brownell (Mark B), Patrick Keller (Pat K), Susan DeCarolis (Sue D)

Librarians: Mary Kearns, Library Director

Community Members: None present

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

**Agenda:**

Motion to approve the agenda with the addition of two items after the policy review made by Pat S and seconded by Pat K.

Motion approved.

1. Approval of Financial Statements

Motion to approve the Financial Statements made by Pat S and seconded by Pat K.

Motion passed.

- 75% of budget spent to date

Motion to approve the renewal of CD on 7-29-2025 in the amount of \$45,000 through Edward Jones made by Pat K and seconded by Mark B.

Motion passed.

2. Approval of Minutes 5-29-2025

Motion to approve the minutes from 5-29-2025 as written made by Pat K and seconded by Mark B.

Motion passed.

3. Librarians Reports

- See bulleted reports
- Catherine Delneo to visit July 29<sup>th</sup> at 2pm
- Painting in progress
- Heat pump maintenance due
- Door counter and chime installed
- Elevator inspector coming soon

Motion to approve \$1,896 for a comfort height power flush toilet for the downstairs bathroom made by Pat S and seconded by Sue D.

Motion passed.

4. Community Members Questions/Comments
  - None present
5. Lead base paint Clean up
  - No progress to report
  - Options in progress
6. CFL Policies/Proposed Modifications
  - Revised and corrected Personnel Policies to be sent and reviewed.
  - Electronics Resources Policy revised and reviewed  
After warning, this policy will be approved at the next meeting.
7. Fundraiser
  - Possible community event reviewed
  - Will be investigated
8. 4<sup>th</sup> of July
  - Float and colonial costumes
  - Decorated July 3<sup>rd</sup>
9. Motion to enter Executive Session: Personnel/Staffing made by Pat S and seconded by Sue D.  
Motion passed.  
Motion to exit Executive Session: Personnel/Staffing made by Sue D and seconded by Pat S.  
Motion passed.

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

The meeting was adjourned by Chair Nancy Mark at 8:52pm.

The next meeting is July 28, 2025 at 5:30pm.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk

Librarian's report  
CFL BOT Meeting 6/23/25

- We received a small donation from an artist from Purple Crayon Productions who is giving the library a small percentage of her sales. Pam will send a thank you.
- On Tuesday, July 29<sup>th</sup> at 2:00 (or so) the state librarian, Catherine Delneo will be visiting the library. Please feel free to come and meet her. I may open her visit up to the community for a meet and greet with questions.
- Building maintenance: The painter has finished the first coat on all the trim. His wife broke her foot so it (and the weather) has slowed him down a bit. Will be in touch with him early next week. I called to schedule the heat pump maintenance with Maple Leaf Mechanical and I am waiting to hear back. Dundon's has given me an estimate for a new power flush toilet for the downstairs bathroom as well as putting in a cover for the sewer clean out trap outside (see attached). They also recommend taking the small toilet out. I met with them on Wednesday morning concerning the backwater flow valves that the Town recommended town residents to install. Dundon's does not recommend getting it installed. He felt it would cause more problems by narrowing the pipe and potentially causing more obstructions. The door counter with a chime for the back entrance has been installed and is working great. Pam and I are both happy with it. Mack Brothers Elevators made then cancelled an appointment for the elevator test. I will call and remind them.
- Although we didn't have any programs specifically for adults, we have had quite a few attending the CES Blue Cat walk and many for the Lady Bug Release Party. July 5<sup>th</sup> is the July 4<sup>th</sup> after parade party at the library with a live band, food truck, obstacle course, face painting, and more. This is a collaboration with the Department of Rec and the Town. July promises to a busier month for adult programs. On the 16<sup>th</sup> Joyce Space will be presenting a program on Ghana and on the 31<sup>st</sup> there is a Vermont Humanities Council program *A Dramatic Constitution*. Please see Pam's report for her update on Children's programs.
- Also, on the summer agenda: end of fiscal year chores, finish weeding the adult fiction shelves, draft the town report while everything is still fresh.
- Thank you to Patrick Keller for working on the east side garden. It is looking very nice.
- Policy notebooks are ready for new material and should be ready for the July meeting.

I will be out of the library June 25<sup>th</sup> – 28th. Pam will be here.

Respectfully submitted,

Mary Kearns, Library Director

## Children's and Young Adult Librarian Report 6/23/25 for CFL/BOT Meeting

- **Books Highlighting the following subjects this month include:** Science based picture books by award winning authors/illustrators, Biographies ( "Ordinary people doing extraordinary things"), Pride month selections, *Caldecott Medal* winning authors, Chris Raschka and Robert McCloskey, new junior fiction and picture books ( both non-fiction and fiction).
- We served as a **homebase while the Castleton Elementary 3rd graders**, studying Castleton history and the Blue Cat of Castletown, went to the Castleton Historical Society for a tour.
- **Tales and Tails**, the first Saturday of every month, continues to be a favorite with families. I would like to bring more awareness of this program to college students and seniors in the fall.
- **The Ladybug Release Party** was a hit! We had 1500 ladybugs to release into the garden, face painting, The Hummin' Strummin Sing Along Band, lawn games, ladybug cupcakes & lemonade, 2 ladybug crafts, and ladybug, tic, tac, toe. We were fortunate to have several junior volunteers here to help. We had approximately 60 attendees.
- **The Summer Reading Program Ice Cream Party** will be a great way to kickoff encouraging children, tweens, and teens to read over the summer. I wrote a small grant and Stewarts Shops Corp is giving us all the fixings for a Sundae Party Event on Friday, June 27th at 4:30 pm
- We are deep in planning for the **July 4th Parade After Party** (on Saturday July 5th) We will once again have several crafts in the children's room, lawn games, face painting, and an encore obstacle course from our volunteer, Laurie Kamuda.
- **Reorganization of Children's Room:** I moved many books ( with help from Maddie ) and cleaned many shelves to improve the layout of the children's room.
  1. Fantasy and Science Fiction were moved closer to other junior fiction titles instead of being isolated near the steps to upstairs.
  2. We now have a set of shelves, near the steps to upstairs dedicated solely to our " Library of Things" to borrow.
  3. The Biographies now have their own shelf and section instead of bleeding into the other non-fiction .
  4. Movies and toys are closer to the picture books and playspace.
  5. Parenting Books also have their own shelf and section.
  6. I will continue to further refine, clean and adjust.
- **The Summer Reading Program** is off to a strong start! We already have more kids signed up for the program than the number of kids who participated all of last summer. Many libraries have collaborated with the Champlain Valley Fair Read and Win Program. Kids get free admittance to the fair in August if they read 3 books. We were happy to join in!

Respectfully submitted,  
Pamela Arel, Children's and Young Adult Librarian