

Castleton Free Library
Board of Trustees Meeting
October 27, 2025
APPROVED

Present:

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

Librarians: Mary Kearns, Library Director

Community Members: Lysie Johnson, Friends of the CFL

The meeting was called to order by Chair Nancy Mark at 5:38pm.

Agenda:

The agenda was reviewed.

Motion to accept the agenda as presented made by Sue D and seconded by Pat S.

Motion passed.

1. Approval of Minutes from 9-22-2025
 - Motion to approve the minutes from 9-22-2025 as written made by Pat K and seconded by Nancy Mark.
Motion passed.
2. Approval of Financial Statements
 - Motion to approve the Financial Statements made by Pat S and seconded by Sue D.
Motion passed.
 - Motion to renew the \$45,000 CD for approximately 3 months made by Pat K and seconded by Nancy Mark.
Motion passed.
3. Librarians' Reports
 - See the bulleted reports
 - 1200 people attended the Fairy Festival
 - Kudos!- 100 new patrons and 1000 visits to the library
 - International Students will begin their presentations in December
4. CFL Strategic Plan: Review and Discussion
 - Eliminate the "- ings"
 - Community outreach to various organizations
 - 2026-2028 time frame
 - Add technology
 - Post it board for ideas from the community
 - Further discussion at the next meeting

5. Community Member Comments

- Saturday, November 1st – book drop off
- Science Pub, November 2nd at 4pm at VTSU

6. Construction Update

- No response from Heritage Works
- Two new possible contacts for lead remediation
- Tom O'Brien's final visit recommendations
Regarding the windows-keep it simple
Downstairs floor "concrete solution" approx. \$29,600 without tiling and possibly rolled linoleum with approx. \$2000 added for book moving, cleaning, etc
Threshold of side door needs replaced
Not to use the fireplace, consider LED lights

7. 2026 Budget Detail

- \$3300 operating budget
- 1st quarter reports due
- Budget drafts due by mid-December

8. Library Director's Self- Evaluation

Motion to enter Executive Session: Personnel made by Sue D and seconded by Pat S.

Motion passed.

Motion to exit Executive Session: Personnel made by Pat S and seconded by Sue D.

Motion passed.

Motion to adjourn made by Mark B and seconded by Sue D.

Motion passed.

The meeting was adjourned by Chair Nancy Mark at 7:50pm.

There will be a special budget meeting for the Board on November 17, 2025 at 4:30pm.

The next regularly Board meeting I November 24, 2025 at 5:30pm.

Respectfully submitted,

Patricia A. Schroeder

Clerk

Librarian's report

CFL BOT Meeting 10/27/25

- We received our appropriation check of \$5,500.00 from the Town of Hubbardton. We also received donations from Phantom Labs for \$695.00 and from Frog Hollow for \$59.00. Thank you notes have been sent. I will be speaking to the town accountant soon about receiving another check from the town.
- An email was sent out to all patrons alerting them of a change in the sign in protocol for Kanopy. I anticipate some calls next week regarding the change.
- The state annual report has been delayed this year. Baker & Taylor was the company that administered the report but they have recently gone out of business. The state will be sending out information soon regarding the report.
- Pam and I went to the AI for Libraries meeting in Barre on October 6th. It was a fascinating program. I hope you all had a chance to look at the AI generated information on "strategic planning for small libraries" that was emailed.
- Last week the local Girl Scout troop cleaned out the front garden beds. They did a very good job.
- Are You Afraid of the Dark? Paranormal group will be here Tuesday, 10/28. We are expecting a nice crowd for this event. Candy has been purchased and costumes are ready for Friday's Halloween program. Pam is organizing more programs for November and we will be having our "Soup for Thanks" program (thanking the community for their supporting the library) with free homemade soup and bread. This event is on Saturday, November 15th, 11:30 – 1:30. I am hosting the November Woman's Club meeting at the library on Wednesday, November 12th. I will be giving a talk on the history of the library as well as leading a tour of the renovation and our collections. More planning is happening for the "Christmas in Castleton" event on December 6th. On December 11th there will be an adult craft program where we'll be making holiday wreaths. This will be limited to 12 participants. December 17th the library's book club will meet for a holiday gathering featuring a potluck dinner. Everyone is encouraged to bring a dish and the recipe from their favorite cookbook. Vermont Humanities Council is accepting programming requests for 2026. I will be contacting some presenters and schedule a few programs for next year.
- Maddy is out for three weeks. She returns the week of November 10th.

Respectfully submitted,

Mary Kearns, Library Director