

Castleton Free Library
Board of Trustees Meeting
April 27, 2026
APPROVED (May26, 2026)

Present:

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

Agenda:

The agenda was reviewed.

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

Motion passed.

1. Approval of the Minutes 3/23/26
Motion to approve the minutes from 3/23/26 as written made by Sue D and seconded by Nancy M.
Motion passed.
2. Approval of the Financial Statements
Motion to approve the financial statements made by Pat K and seconded by Pat S.
Motion passed.
 - \$4468 for new sewer line with \$417 for estimate
 - No further sewer work until contact with M. Jones
3. Librarians Reports
 - See bulleted reports
 - Good mix of programs
 - Need to have policy regarding "Library Cards"
4. Community Member Comments
 - None present
5. Public Facilities Imitative Grant from the Dept. of Libraries
 - Submitted with \$153,500 request
6. CFL Behavior Policy
 - ALA/VLA Guidelines
 - Motion to approve the CFL Behavior Guidelines revision with the ALA/VLA guidelines made by Pat K and seconded by Mark B.
Motion passed.
7. Vermont Urban and Community Forestry Grant
 - Drawings to be shown to Micah at CVS
 - Drawings to be shown to M. Jones
 - Will Scott W prune?

- Volunteers will be needed to dig and plant
8. Updates: chimney repairs, storm water drain, Clay Point inspection
 - Mason will begin work in the spring
 - Storm water drain out front to be placed by June 30, 2026
 - Clay Point inspector to evaluate the work completed on the windows and will take a core sample of the concrete downstairs for asbestos without testing May 11th
 9. CFL Strategic Plan: further discussion
 - Need community input before planning (survey, questionnaire) online, email and in person
 - Various assignments suggested
 10. Motion to enter Executive Session: Personnel made by Sue D and seconded by Pat K
Motion passed.
Motion to exit Executive Session: Personnel made by Pat S and seconded by Sue D.
Motion passed.
 11. Motion to approve the increase in the hourly salary rate of the Library Assistants after July 1st as budgeted made by Mark B and seconded by Nancy M.
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 7:12pm.

The next meeting is May 26, 2026 at 5:30pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarian's Report 4/27/2026

- The elevator inspection was done and we received our updated Certificate of Inspection. It is installed in the elevator
- I requested an estimate from Dundon's Plumbing for repairing the sewer line. They have been out multiple times to unblock the line. They replaced the toilet last year saying that they thought a new power flush toilet would take care of the problem. It has had to be unclogged since the installation. I was told when they put a camera down the pipe 18 months ago (8/24) that there was a problem with the pipe. Please see the estimate attached. I did not expect to be billed \$834.00 for the estimate. I called upon receiving the invoice and explained to them that no one said I would be billed for this. I asked if this would be deducted from the bill if we proceed with the sewer line repair and was told "no". They have since sent a new bill for 50% off the estimate bill, \$417.00. I haven't paid the invoice yet. I will pay it with a letter enclosed stating that I am reluctantly paying this and giving them the reasons.
- Summer Reading Program Grant agreement has been signed and check for \$350.00 should arrive shortly.
- Our April programs were wonderful and well attended. I have discussed with Joyce Thomas the idea of doing a monthly program in the fall/winter dedicated to the plays of Shakespeare. Upcoming programs for May: Pam scheduled some class visits. On Saturday 5/23 at 9:00am we are collaborating with the Castleton Garden Club to host their plant sale on the front lawn of the library. Thursday, 5/28 at 6:30 we are repeating our successful Home Organizing Workshop with Kris Hammelink. Summer program planning is in full swing!
- Our National Library Week and Volunteer Week was very successful! Many patrons commented on the banners out front. As of today, we haven't drawn the name of the winner of the raffle. Thank you to the Friends of the Library who brought lots of delicious snacks and treated the volunteers to breakfast at the Farmstand Café. They all had a wonderful time. The library gave all our volunteers a small token of appreciation as well.
- Pam applied for a grant through The Vermont Urban & Community Forestry Program, Check out Forestry, that is based in the Vermont Department of Forests, Parks & Recreation. It is a collaborative effort with University of Vermont Extension and the Vermont Department of Forestry <https://vtcommunityforestry.org/projects/check-out-forestry>. Pam and I met with the contact person, Adam McCollough, VT UCF Urban Forester, on Thursday to walk the grounds and put ideas out. I am hoping we might receive a preliminary draft of the plantings before this meeting. Please visit the website for more information and photos of previous library grantees. The town Tree Warder, Scott Welch is scheduled to take down the large pine tree in the front yard. He will also pull the stump. A member of the (former) Woman's Club has offered to purchase a 10-12 foot pine to replace it.
- Please see attached to this email the draft of a new Library Behavior Policy. This draft includes language to give the library some leeway to deal with anyone wanting to film inside the library and restricts access to staff only areas. I would like to discuss with the board a policy for providing library cards and who is eligible for library services. I will make a draft of this policy for the next meeting.
- I will be out of the library the week of May 18th. I'm taking a staycation so you might still see me in town.

Respectfully submitted,

Mary Kearns, Library Director

Children's and Young Adult Librarian Report CFL/BOT 4/27/26 Meeting

- Books on display for April are for: Pets are Wonderful Month, Easter, books by author/illustrator Lois Ehlert, and a new set of books from Dorling Kindersley about diverse habitats on Earth.
 - We received the grant money for the Summer Reading Program, Unearth a Story! I have already purchased books related to the Dinosaur/paleontology/archaeology theming as well as a bag of real fossils the kids will be able to "dig" and keep. VINS will be at the library on Friday, June 26th with a live animal program called, Birds are Dinosaurs. I am attending (maybe with Mary) a Summer Reading Meet Up for librarians at the Rutland Free Library on 4/30- it will be an opportunity to share programming ideas and pick up some free materials with the dinosaur theme.
 - Castleton Elementary's Kindergarten class will be visiting on Friday, May 1st with 27 children and 5 adults. We will be exploring what a public library is, what librarians do, and all of the wonderful things available at a library. The children will get a story and craft as well.
 - Maddy and I did a major clean up of the shed. We have a little bit more to do and it will make storing, finding, and utilizing items so much easier!
 - We hosted 3 programs for kids during April vacation:
 - 4/22 kids were invited to come to the library and help make a huge paper chain to hang downstairs to celebrate Spring
 - 4/23 Drop in Lego Build day
 - 4/24 Kids Paint & Sip- we had such a huge response in February (and had to turn away kids) so we offered it again this break.
- We had a total of 36 people participate
- We had 11 people stop by to commune with the Caring Canines of Southern Vermont during our monthly Tails & Tales on April 4th.
 - New books from non-fiction, picture books, graphic novels, teen, to junior fiction and biography came in this month. Check out our website to see all of the news in the children's room!
 - Upcoming: I am looking at booking a magician for May, Maddy and I are busy preparing for an even larger Ladybug Release Party in June. We will have homemade bughouses, paint your own birdhouse, other crafts, facepainting, and of course, releasing thousands of ladybugs into the garden.

Respectfully submitted,

Pamela Arel, Children's and Young Adult Librarian