

Library Board Meeting  
Wednesday, January 7, 2026

Present: Judy Gevry, Chris Sheldon, Ceil Hunt, Paul Patten, Ron Stack and Jennifer Jackson. Chris Donahue was there to videotape the meeting for PEG TV. We had no one in attendance on Zoom.

Ron Stack called the meeting to order at 6:00PM.

The Secretary's Report was distributed. There were no additions or corrections made. Chris moved to accept the minutes of the November 5, 2025, meeting. Paul seconded the motion. Motion carried.

Chris distributed the Treasurer's Reports for both November and December 2025, since the Board does not meet in December. Chris noted that she took out the money from the Internet Grant Account for the entire quarter. The board had no objection to her taking it out by the quarter. Chris will try to take it out monthly.

The current balances are as follows and reflect the recent quarterly allotment from the town:

Checking Account: \$76,610.34

CD \$27,767.32

CD \$4,513.03

Memorial MM \$32,297.17

Memorial cs \$14,872.99

Internet Account \$11,566.45

Ceil moved to approve the November and December 2025 Treasurer's Reports as written. Paul seconded the motion. Motion carried.

#### Librarian's Report

- Genealogy Club was canceled on November 7, 2025. The December 5th meeting had one attendee.
- Friends of the Library's book sale held from 4:00 - 6:30pm on November 12, 2025, collected \$11.00. The next sale will be on Saturday January 10th 10am - 12 pm. The Board noted not a lot of sales on weeknights. The librarian also noted a decrease in patrons coming during nighttime hours during the winter.
- Book Club met on November 10, 2025, with 12 members attending virtually to discuss *The Frozen River*. The December book club meeting was held on December 8th and discussed *A Christmas Memory* by Truman Capote. Seven members attended virtually. The next book club will take place on January 12th with a discussion of *Pride and Prejudice* by Jane Austin to celebrate her 250th birthday in December 2025

- Take and Make for November was a Turkey supporting Ham for Thanksgiving craft - all 60 were taken. The Take and Make for December was Miss December - A Mrs. Claus craft. All of the craft kits were taken. January is a Winter Village Mobile.
- Scheduled programs in November included a story time on Friday the 7<sup>th</sup> at 1pm with 9 kids and 7 adults attending. Two Vermont Author Book readings and signings; Kristen Ramey with *Inez and Alex* on November 8<sup>th</sup> at 10 am with 3 children and 17 adults attending and Dario Cuturo with *Maya's Hiking Trip* on November 15<sup>th</sup> at 10 am with 3 children and 4 adults attending. Therapy dogs were available to the public on November 18<sup>th</sup> and December 16<sup>th</sup> from 1:30 - 2:30. The November slot had one participant; the December slot had 7 participants. Holiday House was sadly canceled due to the winter storm. Patrons have been happily purchasing Friends angels during library hours.
- The Conference Room was utilized for one trustee meeting in November. It was used one time in November for an individual to use the internet for work.
- Snowshoe borrows have started.
- I attended the Library Directors Conference in Montpelier on November 7<sup>th</sup> - it was lovely to visit with fellow library directors.
- The Library was closed early for snow on December 2 and 10.
- The new computer was purchased on December 23 and arrived shortly after the New Year. It is all installed and running.
- Town Manager Gunter turned in the HUD Grant application on December 23. Copies of the grant were mailed out to each of the trustees for review by the librarian prior to our meeting. Ceil noted that she spoke to Mr. Gunter about several small issues in the application. We did have a recent change in staff with the hiring of the new librarian and Ceil reported that to Mr. Gunter. The Trustees will read through the application to understand fully the request being made for library repairs. In addition to the masonry work, Mr. Gunter address some issues with cracked windows.
- The library will be closed on Martin Luther King Day.
- Next Trustee Meeting will be February 4, 2026

Old Business:

## **POLICIES**

Policies have been on the agenda for many months, and the Board said they would them at them at the start of the year.

### **I. CONFLICT OF INTEREST**

The Conflict-of-Interest Policy was read and discussed. The Board agreed that each trustee and employee should sign the conflict of interest document each March after elections when the Board reorganizes.

**Cecelia moved to accept the Conflict-of-Interest Policy as written. Christine seconded the motion. The motion carried unanimously.**

The Conflict-of-Interest Policy is as follows:

### **CONFLICT OF INTEREST POLICY**

No Board member (trustee) of the Fair Haven Free Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Fair Haven Free Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participating in any decision on such matter.

Members of the Fair Haven Free Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Fair Haven Free Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Anytown Public Library.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Fair Haven Free Public Library position: \_\_\_\_\_

## **II. COLLECTION DEVELOPMENT POLICY**

The Collection Development Policy is not required by Vermont State Law. The previous policy is nearly identical to our original policy, however, the addition of the following: Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont

laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections. Christine moved to accept the Collection Development Policy and Cecelia seconded. Motion carried unanimously.

## COLLECTION DEVELOPMENT POLICY

Draft of Policy Issued 1/30/2025 by Vermont Department of Libraries

In accordance with 22 V.S.A. § 69, the Fair Haven Free Public Library adopts this collection development policy which includes both a materials selection policy and procedures for the reconsideration and retention of library materials.

### **1. Introduction & Purpose**

The Fair Haven Free Public Library maintains collections of resources to help library users pursue their intellectual interests and educational objectives, including material for leisure time enjoyment and practical problem solving.

The library strives to build a collection representing multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media.

The library's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections.

The library remains committed to securing professional services, including legal counsel, as necessary to ensure that its collection development activities comply with the above-identified State and federal laws.

### **2. Materials Selection Policy**

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and strategic plan
- Review in a standard reviewing source (e.g., Booklist, School Library Journal, Publishers Weekly, Library Journal, Kirkus Reviews) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources.
- Community interests, demand, and suggestions
- Representation by and of diverse individuals and groups
- Significance and relationship to the local community and State of Vermont
- Authority and qualifications of the creator(s), publisher(s), and/or producer(s)
- Price and availability
- Accessibility of format and content
- Anticipated viability and/or longevity of the format

The library encourages Library Users to recommend items for inclusion in the collection and accepts donated materials. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria. The library may provide access to subscription databases and shared online collections. The library may not have direct control over the inclusion or exclusion of specific titles within those shared collections.

### **3. Materials Retention Policy**

Materials that no longer meet the needs of the community and/or no longer support the library's collection will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable length of time. Items withdrawn from the collection will be disposed of in accordance with all applicable laws and municipal policies.

### **4. Procedures for the Reconsideration and Retention of Materials**

- An individual (Library User) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).
- If speaking with the Director does not resolve the concern, a Library User may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a Request for Reconsideration form and submitting it to the Director.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.
- The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Director will notify the Library User that their Request for Reconsideration form has been received and will inform the Library User when they anticipate processing the form (based on the number of other requests that have been filed).
- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection Policy.
- The Director will notify the Library User of the library's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.
- If the Library User is not satisfied with the library's decision, they may submit a written appeal to the Board of Trustees (the Board) of the library within 10 library business days of receipt of the decision letter.
- The Board will notify the Library User if their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held.

· The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered.

The Board reviewed the Library Personnel Policy. This policy describes the job description and benefits of the library personnel. **Cecelia moved to accept the Library Personnel Policy. The motion was seconded by Chris. The motion carried unanimously.**

The following is the Library Personnel Policy

### **III. LIBRARY PERSONNEL**

The Board has been working to update this policy since we had to hire a new librarian. Cecelia moved to accept the revised Library Personnel policy. Christine seconded. Short discussion was held asking if salary should be included. Salary is not included. Motion carried unanimously.

#### **LIBRARY PERSONNEL**

- **Library Director Appointment**

The Library Director shall be hired by the Board of Trustees following a thorough recruitment and interview process. The Board will ensure that the selected candidate meets the qualifications and experience required for the position.

- **Hiring of Additional Staff**

All other library staff shall be hired in collaboration between the Library Director and the Board of Trustees. The Library Director may recommend candidates for hire, subject to approval by the Board.

- **Probationary Period**

All newly hired employees, including the Library Director and other staff, shall be subject to a probationary period of three (3) months, or ninety (90) days, beginning on the date of hire. During this period, performance and suitability for the position will be evaluated.

Employment may be terminated at any time during the probationary period if performance or conduct is deemed unsatisfactory.

#### **Library Director Responsibilities**

The Library Director is responsible for the overall administration, leadership, and day-to-day operations of the library. This includes supervision of staff and volunteers to ensure high-quality library services that meet the needs of the community. Core responsibilities include:

1. **Library Services & User Support**

Oversee the organization and accessibility of library materials through effective classification, cataloging, and shelf arrangement. Manage the circulation of materials to ensure users can borrow resources conveniently. Provide reference and informational

services to help patrons locate needed information. Offer personalized guidance to support individuals in selecting and using educational and recreational materials.

**2. Community Outreach and Support**

Assist civic, cultural, and educational organizations in identifying and utilizing library materials to support program planning and community initiatives.

**3. Board Collaboration**

Attend all Library Board of Trustees meetings and provide regular reports on library operations, staffing, services, and strategic initiatives.

**4. Budget Management**

Collaborate with the Board of Trustees to prepare and administer the annual library budget. Ensure responsible fiscal management, monitor expenditures, and seek additional funding opportunities through grants, partnerships, or donations when appropriate.

**5. Collection Development**

Direct the selection, acquisition, and weeding of library materials to maintain a relevant, diverse, and balanced collection that reflects the informational, educational, and recreational needs of the community.

**6. Strategic Planning**

Lead long-range planning efforts in coordination with the Board of Trustees to establish goals, assess community needs, and develop strategies for continuous improvement of library services and facilities.

**7. Collaboration with the Friends of the Library**

Serve as the primary liaison to the Friends of the Library. Support and coordinate collaborative efforts such as fundraising events, advocacy, and special programs. Ensure clear communication and alignment between the library's goals and the activities of the Friends organization.

**Paid Time Off (PTO) Policy – Library Director**

The Library Director, working 28 hours per week, is eligible for Paid Time Off (PTO), which combines vacation and sick leave into a single leave bank. PTO provides flexibility for time away from work for vacation, illness, personal matters, or other absences.

**PTO Accrual**

**1. Upon completion of 90-day probationary period**

The Library Director will accrue 84 hours of PTO annually to be granted at the beginning of the fiscal year.

**2. After 5 years of continuous service:**

PTO accrual increases to 140 hours annually.

## Use of PTO

- PTO may be used for vacation, illness, personal time, or medical appointments.
- Planned use of PTO should be requested in advance and is subject to Board approval to ensure operational coverage.

## IV. GENERAL OPERATIONS OF THE LIBRARY

Several changes were made to the General Operations of the library. These changes included the list of holidays and the increase in cost of membership to non-residents. **Cis moved to accept the amended General Operations of the Library policy. Paul seconded. Motion carried unanimously.**

The Board looked through the policy booklet and made changes to the Room Use Policy only by amending the hours of library operation on Mondays and Wednesdays. The change reflects our new hours from 3-7PM.

The Board was given copies of the Sexual Harassment Policy using new VT law definitions and examples, along with a new policy for Computer Use being used at the Poultney Library, and a recommendation from the Policy Committee to update the Cell Phone policy. Several other policies will be scheduled for review in the coming months.

### New Business:

- Judy asked about purchasing mystery books. The librarian urges patrons to make suggestions as she is still learning the reading habits of our patrons. The librarian gratefully accepts lists and recommendations for purchases.
- Judy asked about volunteer appreciation and how we might show our volunteers how much we value their service. Ceil suggested doing a small event honoring volunteers in April for Volunteer Appreciation Month.
- The librarian also did research for a week recording the number of males and females visiting the library. Jenny reported that the numbers were close. The overall numbers of patrons has been down, possibly due to the bad weather.
- Ceil brought up the fact that we have three openings on the Board. Members of the Board discussed the terms up for election. The Board asked if there had been any inquiries or interest shown in others who might be interested in serving on the board.
- Ceil asked about the Carnegie Grant. Jenny reported that the library has not yet received any word back from the foundation. Ceil talked about America's 250 celebration and how we might collaborate with others like the Historical Society. The Board agreed we should work with the Friends of the Library to put on some programs.



Ceil moved to adjourn the meeting at 6:52 PM. Judy seconded. Motion adjourned.

Respectfully submitted,  
Cecelia Hunt