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## **VERMONT BOARD OF LIBRARIES**

### **MINUTES OF MEETING - DRAFT**

**April 23, 2024**

**10:00am-12:00pm**

**Meeting Conducted Virtually via Microsoft Teams**

**Board of Libraries Members in Attendance:** Tom Frank (Chair), Adriene Katz (Vice Chair), Lisa Barron, Roderick Bates, and James Saunders

**Others Present:** Catherine Delneo (Secretary to the Board, State Librarian, and Commissioner of Libraries), Jess Leal, Tom McMurdo, Joshua Muse, Karen Gravlin, April Shaw, and Lauren Kelley

**Call to Order:** [00:00:00]

Chair Tom Frank called the meeting to order at 10:00am and took roll call. All members of the Board were present except for Linda Saarnijoki and Jennifer Fels. Catherine Delneo introduced herself and Department staff present.

**Changes to the Agenda:** [00:06:43]

Tom Frank called for changes to the agenda. There were no changes to the agenda.

**Public Comment:** [00:07:00]

Tom Frank called for public comment. There was no public comment.

**Approval of January 9, 2024 Board Meeting Minutes:** [00:07:18]

Supporting document:

[https://libraries.vermont.gov/sites/libraries/files/documents/BOL\\_Minutes\\_20240109\\_Approved.pdf](https://libraries.vermont.gov/sites/libraries/files/documents/BOL_Minutes_20240109_Approved.pdf)

James Saunders made a motion to approve the minutes.

Adriene Katz seconded the motion.

Tom Frank called for a vote to approve the minutes.

The Board voted unanimously to approve the minutes.

**Vermont Board of Libraries Bylaws Review:** [00:11:21]

The Board reviewed and discussed updates to bylaws, last revised 05/13/2014.

Supporting Document:

[https://libraries.vermont.gov/sites/libraries/files/AboutUs/Board/Supporting\\_Documents/Vermont%20Board%20of%20Libraries%20Bylaws%20rev.%20May%202014.pdf](https://libraries.vermont.gov/sites/libraries/files/AboutUs/Board/Supporting_Documents/Vermont%20Board%20of%20Libraries%20Bylaws%20rev.%20May%202014.pdf)



It was discussed that edits would be noted, made, and presented at a future meeting for possible voting.

Catherine Delneo suggested Board of Libraries Bylaws should match more closely Open Meeting Law and advised Board members of guidance document released by the Vermont Secretary of State in 2019: A Guide to Open Meetings.

<https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>

**ACTION ITEM:** Board Secretary took note of suggested edits and will provide updated document for further editing/discussion at next meeting with a goal of voting on revised minutes at the October 2024 meeting.

**Required Training for Board appointees:** [00:47:45]

Catherine Delneo notes she confirmed with the Commissioner of Human Resources and the Governor's Office that Board Members are required to take training that includes a State Code of Ethics (online module on the Secretary of State's website), as well as Sexual Harassment, Racial Equity, and Implicit Bias. Board members must take each training once and can do so through the State of Vermont's online learning management system CAPS. Catherine Delneo will register the board members for this at their board email addresses. Board members are eligible for one per diem compensation for the time they spend taking the required trainings.

Members who have already taken these training modules can present a certificate or attestation to the Board Secretary.

**State Librarian's Report:** [01:01:35]

Catherine Delneo provided a summary of information from the State Librarian's Report, April 2024

Supporting document:

[https://libraries.vermont.gov/sites/libraries/files/documents/StateLibrarianReportToBOL\\_April2024\\_Updated.pdf](https://libraries.vermont.gov/sites/libraries/files/documents/StateLibrarianReportToBOL_April2024_Updated.pdf)

**Closing and Adjournment:** [01:47:37]

The Board was reminded the next meeting is July 9 from 10:00am-12:pm and invited agenda items.

Tom Frank called for a motion to adjourn the meeting. James Saunders made a motion to adjourn, and Lisa Barron seconded the motion. The Board voted





unanimously in favor of adjourning the meeting. The meeting adjourned at 11:49 am.

Respectfully submitted,  
Catherine Delneo, Secretary of the Board

Time stamp to reflect [Hours: Minutes: Seconds] in the meeting recording.

