

**Minutes for Ainsworth Public Library Trustee's Meeting**  
**Williamstown Public Safety Building**  
**Thursday, April 22, 2021**  
(Official)

**Time:** 12:30 PM

**Call to Order:** Helen Duke called special meeting to order.

Motion made by Tammy Griggs to open meeting.  
Seconded by Carol Corneille.  
Passed.

**Attendance:**

Helen Duke – Trustee Chair  
Tammy Griggs – Trustee Secretary  
Sarah Snow – Librarian  
Carol Corneille  
Jill Plastridge  
Karla Perkins

**Open Meeting Law:** The Chair asked Sarah Snow to pass information onto us from Lara Keenan of VT DOL. Trustees were handed a paper copy from the Vermont League of Cities and Towns (VLCT) regarding Vermont Open Meeting Law. This consisted of Executive meetings, Special meetings, Agendas, and Minutes.

The Chair went over the Open Meeting Law guide with the board of Trustees to be sure that all future meetings would be held according to the VLCT. As well as following Roberts Rules of Order. All future discussions with the town will be done in writing to avoid any further discrepancies. The Library's intentions are to have a great working relationship with the town so we can all serve our community to the best of our ability.

Tammy Griggs brought up the different types of minutes that are taken:

- Action Minutes
- Discussion Minutes
- Transcription Minutes

The Trustees discussed what type of minutes would be best to take at our meetings. Conclusion: Trustees felt that discussion meetings would be best.

Motion made by Karla Perkins to have all future minutes, discussion minutes.  
Seconded by Carol Corneille.  
Passed.

**Past and Present Changes for the Library:** The Trustees discussed the Budget and Reserve Fund and the question that the Town Select Chair asked of the Library Trustee's at the April 6<sup>th</sup> meeting.

Conclusion of discussion: There are still many unanswered questions. It is the Trustees decision that we will write a letter to the town select board asking them to put in writing exactly what they are asking of us.

Motion made by Tammy Griggs to write a letter to the select board for clarity on their question.  
Seconded by Karla Perkins.  
Passed.

EXECUTIVE SESSION IF NEEDED – 1 V.S.A. § 313

Next Meeting May 14<sup>th</sup> at 10:00 AM

**Adjournment:**

Motion made by Tammy Griggs to adjourn.  
Seconded by Jill Plastridge.  
Passed.

**Time:** 1:51 PM

**Minutes submitted by:** Tammy Griggs, Trustee Secretary