

**Brandon Free Public Library**  
4 Franklin Street  
Brandon, VT. 05733  
Board of Trustees Meeting  
April 21, 2021 4:30 pm

Call to order at 4:34 pm

Present: Phoebe Chestna, Molly Kennedy, Bruce Ness, David Roberts, Beate Jensen, Carol Fjeld, Stacey Doucette, Sue Gage, Bobbie Torstensen, Cristy Harding  
Absent: Stephanie Choma, John Peterson, Phoebe Chestna, Cristy Harding

Welcome visitors/public comments

Approval of Minutes

Bruce moved to accept March minutes, Sue seconded. The motion passed.

Approval of Reports

**Librarian.** The circulation numbers are slowly going up. Molly attended ACCD meetings to guide re-opening. After May 1 we don't need to do contact tracing and looking forward to opening up more in the summer. The librarians and community like the new hours. Carol moved to accept March Librarian's report, Sue seconded. The motion passed.

**Treasurer/Finance Committee.** David went over financials on budget vs actuals. Appear to be on track. David asked if we could run these reports without the names, collapsing the wages. UBS account is showing progress. Still working on finalizing 12/31 financials. We still need to pull some money out to represent tenant's deposits. David reported that we will need to start spending money regarding renovation. Molly will be increasingly pulled into this project and part of her salary should be a renovation project expense. We can use this money to supplement staffing for her time spent away. David feels it is appropriate to set up a budget for renovation project. Stacey suggested that we should start looking for a replacement for Molly's time now. Molly has talked with Carey about increasing her hours to cover this and Carey is willing. David would like to schedule a meeting for May 26 to review report, discuss and vote. If we decide to hire Demont we will need to be prepared to pay them several thousand dollars a month. Sue moved to accept the treasurer's report, Stacey seconded. The motion passed.

**Action:** David will talk with Cristy about removing names attached to wages. We need to finish pulling out money to complete tenant's deposits. A meeting of the Board specifically for the renovation budget and plan will be scheduled.

**Building & Maintenance.** Bruce has met with Tenant in Apt. #3 to look at apartment to-do list. Most important is the rotted sills on two windows. Scott Rideout will do an interim repair of metal flashing with Sonny Poremski. Also the entrance portico is pulling away from wall of building. Bruce would like to do a full scope analysis of project and will write up a scope of work. He will talk with several contractors to get quotes. Bruce has spoken with town representative re: Brandon Housing Compliance statement. Bruce has signed up for a lead inspection course in order to make analysis for that statement. He has sent all three tenants notice, asking them to meet with him to do walk thru for housing code as well as the lease. Nancy and Bruce will start working on flower gardens this week. Sue moved to accept the building and maintenance report, Stacey seconded. The motion passed.

Action: Bruce will write up a scope of project for the canopy entrance and windows. Bruce will talk with several contractors. David offered to talk with Tanner regarding this. Bruce will complete the lead abatement course in order to do the lead report for the compliance statement. Bruce will attempt to schedule with each tenant a time to do a walkthrough inspection for the Compliance report and complete this year's lease agreement.

#### New Business

**Friends update.** Bobbie reported that the steering committee is meeting Friday to look at opening this years' book sale and at the financial situation and hopefully setting the pledge to the board. Making pledge by September. David met with Bobbie and reviewed the condition of the basement.

Actions: none at this time

**Reno Kickoff meeting.** Molly put out a doodle poll and the meeting will be held on May 6 at 5 pm. It will be virtual.

Actions: none at this time

**Diversity Equity and Inclusion discussion.** Stacey reported that a group of folks meet to work on board development focusing on diversity, equity and inclusion. This group is looking at recruiting members for Board also looking at library and how we represent diversity, equity and inclusion in our library. Lara Keenan shared an audit that was shared with board. The Board reviewed their responses and discussed some strengths and weaknesses. David suggested we would like to develop some statements in the policies to represent these ideas. This committee is working on an ad for community to recruit new members.

Actions: The ad will be given to Board for review.

**12/31 Final review.** Tabled to next meeting.

Actions: complete 12/31 review

## Old Business

**Bylaws.** Sue suggested that we need a standing committee for fund raising. Carol reviewed policy statement regarding Secretary job. David reviewed Board member statement. Sue made a motion to approve by laws with stated amendments, Stacey seconded. The motion passed.

**Actions:** David will finalize and send out to Board.

**Board development.** This was covered in DEI discussion.

**Actions:** none at this time.

**Review of 3/17/21 action items.** Table action to make corrections on Budget vs Actuals in month meeting. Moving forward with Apartments. Bobbie and David completed review of basement. Stacey set up diversity committee. By laws completed.

**Actions:** none at this time.

## Comments and Announcements

Carol made motion to adjourn, Sue seconded, the meeting adjourned at 5:54 pm.

Respectfully submitted,

Carol Fjeld

Next meeting May 19, 2021. 4:30 pm