

Brandon Free Public Library  
4 Franklin Street, Brandon, VT 05733  
Board of Trustees Meeting  
February 17, 2021 4:30pm

Call to order at 4:33 pm

Present: Phoebe Chestna, Stephanie Choma, Molly Kennedy, Bruce Ness, David Roberts, Beate Jensen, Carol Fjeld, Stacey Doucette, ~~Sue Gage~~, John Peterson, Bobbie Torstensen, Cristy Harding (strike thru was absent)

Approval and Review of Minutes

Motion to approve the minutes by Cristy, second by Phoebe. Passed.

Approval of Reports

Librarian's Report: They have appointments every 15 minutes Tues through Friday. Hours are now 10 am to 6 pm. We have hired Carey Bunker as Outreach Librarian. When she has completed training, we will open Saturday and evenings. People are enjoying the activities, i.e. Trivia, Bake off, take and make kits. Motion to accept report by Stephanie and seconded by Cristy. Passed.

Treasurer's Report/Finance Committee: Engaged Laurie Bertrand as accountant. She will review 1231 balance sheet and will give help getting us moving forward. She will present the review in April. She will do the taxes and do the 990. She will help with Quick Books use during fund raising. Endowment fund reflects that the market is doing well. Discussed possibility of accessing PPP. Motion to approve by Phoebe, seconded by Stephanie. Passed

Building & Maintenance: Molly and Bruce met to discuss approach. He will get the report out to the Board. Discussion on snow removal.

**Actions:**

1. Laurie will present to the Board during the April meeting.
2. Bruce will get report on Building and Maintenance out to the Board.
3. Bruce will develop a scope of what needs to be done for winter maintenance. He will talk with Scott Rideout about shoveling.

New Business

Friends update: Bobbi reported that they still hope to have April Annual meeting, perhaps as just executive staff. David offered to attend meeting.

Town Meeting: Town Meeting is March 1. David will attend as representative of library.

VP nomination candidates: A Vice President position has been added to the by-laws. If you are interested in this position or know of someone who would fit the bill, please contact David.

**Actions:**

1. David will attend Town Meeting Zoom as representative of library.
2. Each Board member needs to consider the Vice President position and contact David if they themselves are interested or know of anyone who might be.

Old Business

Policy Review: Separating by-laws from the Policies and Procedures. We will vote on the by-laws at the next meeting. We reviewed the by-laws. We reviewed the Policies and Procedures.

**Actions:**

1. David will send out as PDF of by-laws to be considered by Board and voted on in March meeting.
2. We will discuss and vote on sections 1, 2, 3 of Policies and Procedures at the March meeting.

Comments and Announcements:

Reviewed Action Items: Under Approval of minutes: 1 is completed. Action 2 is tabled. Under Treasurer's Report: Action 1 completed. Action 2 is on-going. Action 3 unknown. Under New Business: Action 1 completed. Under Old business: Action 1 corrected – Molly and Joni already do a great job of writing thank you notes and it felt repetitive. We will do a lengthier thank you after Town vote. Under Library Renovations: Action 1 completed. Under Comments and Announcements: Action 1 no progress. Action 2 same. Action 3 we have had some discussion on organizing Strategic Planning meeting.

**Actions:**

1. Tabled - 'David will contact the Reporter to introduce himself.'
2. Ongoing – 'Cristy will go through paperwork to identify expenses that will be applied to Vt Humanities grant.'
3. Unknown – 'Sue will fix payroll and unemployment taxes on reports.'
4. No progress – Increase diversity on Board. David will bring some resources to be considered. Discuss a Strategic Planning meeting

## Apartments

We found the record of a \$200 deposit for the cat by Apt. #3. Molly has moved the trash cans out of way of emergency egress. A tenant does not like to look at them through his window. The Board will look at some way to address.

### **Actions:**

1. **Bruce will look at trash situation.**

## Executive Session

Adjourned at 6:33pm

Respectively submitted,  
Carol Fjeld, Secretary

Next meeting on March 17<sup>th</sup>, 2021 at 4:30pm