

Brandon Free Public Library

4 Franklin Street, Brandon, Vt 05733

Board of Trustees Meeting

January 20, 2021 4:30 pm

Call to order at 4:30 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

Election of President

David Roberts nomination has been forwarded by the nominating committee. Stephanie made a motion to accept David Roberts as President of BFPL Board. Bruce seconded. Passed.

David thanked Phoebe for her work over the previous year.

Election of Secretary and Treasurer

The Nomination Committee forwarded Carol Fjeld as secretary and Cristy Harding as treasurer. Phoebe made the motion and Stephanie seconded to accept this slate. Passed.

Approval of minutes

Stephanie made motion and Cristy seconded motion to approve minutes. Bobbie made clarification that Friends will meet in April of 2021 for approval of contribution of 2022. Passed.

Actions:

- We need to look at by laws and consider policy changes to add a vice president. Bruce will finish the update on by laws and get them out to the Board members regarding vice president. By laws update would then be worked on.
- David will contact the Reporter to introduce himself.

Approval of Reports

Treasurer's Report: David made Treasurer's report. Finance committee met and talked about finding an accountant to do 'a deep dive' into the budget and clarifying how the budgeted money is being used. The Balance sheet, budget vs actuals, shows a net overage of \$28,000. This overage will be included into 2021 Equity section of the balance sheet. Sue reported calculated growth in investments: Willard fund 9.2%, Capital Campaign .17%, Farr Fund 12.79% and Endowment Fund 12.5%. We received \$5,000 from a Vt Library Council grant – any expense from this year that was marked 'apply to COVID' is applied to this grant. Cristy will go through paperwork to identify. Bruce mentioned that payroll taxes and unemployment are appearing 'All accounts' but not on 'Operating Budget'. Sue Gage said she would fix that. Stephanie made motion to approve, Phoebe seconded. Passed

Librarian's Report: Molly reported that programming is in full swing. Open by appointment. We are doing baking contests with Olivia's Croutons. Half of the items lent were curbside. We are advertising for a part time position. Bruce made motion to approve library report, Sue seconded. Passed

Actions:

- The Board will identify an accountant to review budget.
- Cristy will go through paperwork to identify expenses that will be applied to Vt Library Council grant.
- Sue will fix payroll and unemployment taxes on reports.

New Business

Finance Committee: comprised of David, Bruce, Cristy, Sue and Molly. Changing the meeting time to after 5pm. Open for new members.

Board Approval for bank signers: Phoebe made a motion for Cristy Harding, Sue Gage and David Roberts to be approved as having authority to sign checks on behalf of the Brandon Free Public Library. Stephanie seconded. Passed. This will remove June Bohler from the signing list.

Friends update: Had a meeting on January 19, 2021 for introductions with the new Board President. Bobbie reported that they are considering having Annual Meeting in April and considering opening book sale in May.

Actions:

- David will get the completed resolution to secretary to be signed and given to bank.

Old business

Review of minutes/actions: Stephanie offered to contact the 65 donors who that donated in 2019 that did not in 2020. We had 48 new donors in 2020.

Actions:

- Stacey will write a letter to thank our donors and give information about the mailing. We will give to Bernie for Chamber newsletter and put a copy on the circulation desk for patrons to review.

Library Renovations

Update for new Board members on what has happened in the past. David gave overview of where we are currently at. Demont and Assoc. will give us a feasibility report in April that we can base our decision to go ahead or not. First part of raising money will be quiet. In the fall the Board will start the public part of campaign. Statement of Need is being developed for Board review. On January 21, the subcommittee will be meeting with Isaac Wagner on funding, etc. Molly shared the graphic that will be used in Statement of Need. Then showed Nancy Leary's drawing. The Board is interested in creating a Renovation Committee. Bruce and David have offered to be on this committee.

Actions:

- Statement of Need and graphics will be disseminated to the Board.

Committees

Sue suggested that everyone look at committees that we want to staff.

- Renovation
- Facilities – committee vs point of contact?
- Fundraising
- Capital Campaign
- Reopening/hiring

Apartments

Do we need a management company? Bruce will talk to Molly about what the apartments have required over year. Bruce offered to be on Molly's call list for when things need to be done .

Comments and Announcements

Kaitlyn suggested that we need to get diversity on the Board. David suggested that we add this as an agenda item for the next meeting.

Action:

- Add this item to the agenda.
- David will bring some resources to be considered.
- Discuss a Strategic Planning meeting.

Sue made motion to adjourn, Phoebe seconded. Adjourned at 6:17 pm

Next meeting on February 17, 2021 at 4:30 pm