

**Brandon Free Public Library**  
4 Franklin Street  
Brandon, Vt 05733  
Board of Trustees Meeting  
July 2021 4:30pm

Call to order at 4:35pm

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

Guests:

Approval of Minutes

The Board did not have a quorum during the June meeting. Notes were taken and no voting took place. Motion to approve the June report by John, second by Bruce, motion passed.

Approval of Reports

Librarian.

Very busy, door count is increasing significantly. Summer reading program is up daily, Teen Advisory is happening. Turning Point Center is there every Wednesday. Motion to approve report by Carol, second by John, approved.

Treasurer/Finance Committee

The finances are in good shape. Have sent out Demont payment. The budget vs actuals under 'books' shows only the monthly and there is \$1,000 budgeted for each month. The Capital Campaign is somewhat mixed with the budget. Sue recommends using the 'classes' to show the separate accounts for now. An account for the campaign has been made at Bar Harbor. Sue moved to accept financial/treasurer's report, Carol seconded, approved.

**Actions:**

- **David will talk with Laurie regarding financial requirements going forward and her recommendations on who would be able to meet this need.**

Building & Maintenance

Essential Maintenance Practice course was completed by Bruce. If there is more than 1 square foot of lead paint, it must be repaired within 30 days. Inspection must be inside and outside. Brandon Compliance Statement and inspections have been completed on Adrian's and Michael's apartments have been completed and sent on to Tom Kilpeck. An inspection will be completed by Tom Kilpeck when we have a turnover in an apartment. The window wells have been covered and the leak in Michael's apartment has been repaired. A motion to approve the report was made by Sue, second by John, approved.

Friends Report

Book sale has five new volunteers. In May we had 80 people visit and made over \$200 and \$50 in donations. In June we had 132 people visit and made over \$432 with \$50 donations. The Friends will be holding the auction in November on the weekend before Thanksgiving.

#### Actions:

- Bobbie will talk with Sue about getting check for second half of pledge to Library.

#### New Business

Board Bios and pics – All but one bio has been rewritten, all pictures have been made. The Website should be completed by Carrie by the next board meeting. Molly will send out the link to the board.

#### Actions:

- David will revisit his bio.
- Molly will send out link to website.

#### Campaign Plan

#### Old Business

Policy – The Policy has made completed and needs a page turn to finalize. John and Sue volunteered to meet with Molly and David to do the final reading. David will send out to the Board for comments. The Board will have two weeks to make comments before the group makes the final copy.

#### Actions:

- David will send out copy of policy to all Board members.
- All Board members should read through with attention to staff sections and make comments. Deadline: August 4

#### Review of Action Items

#### Comments and Announcements

The Capital Campaign- meeting weekly with Demont and Capital Campaign committee. Demont is providing great help in moving this forward. Have identified Leadership givers.

In process of finalizing the plans. David showed the plans for basement through the third door. Will get pricing end of August into September. Can stop by the library to look at plans.

Board recruitment. Need to fill three positions.

Bruce mentioned that parking is a problem for both tenants and patrons. Our leases state that tenants are guaranteed a parking space, but we don't own the parking spots. Dave Atherton will place signs that say Library parking only. Staff have started parking further down the street. Three spaces are marked for tenants.

**Actions: Board members are encouraged to think about potential new board members.**

Executive Session. Sue moved to go into Executive session at 5:13 pm, Carol seconded, all approved. Moved out of Executive session at 5:25 pm.

Bruce made motion to adjourn, seconded by John, adjourned at 5:45 pm

Respectfully submitted,

Carol Fjeld

Next meeting IN PERSON August 18, 2021 4:30pm