

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

Call to order at 4:34pm

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

Approval of Minutes

Correction: Sue Gage was present at the February meeting. Sue moved to accept the minutes with the correction, Phoebe seconded. The motion passed.

Approval of Reports

Librarian Molly reported that circulation is up, door count and programming are holding steady. The teen advisory group is continuing to meet regularly. This coming week, the library will be opening evenings and Saturdays. Stacey moved to accept the librarian's report, Stacey seconded. The motion passed.

Treasurer/Finance Committee Cristy is looking for Vt Humanities Grant entries. She will be in touch with Laurie Bertrand regarding this year's taxes. Cristy reported that she is working with Sue to become familiar with program and that accounts look good so far. There was a donation for \$4,500 from Friends recorded under "Donations" that needs to be moved to "Friends Contribution". Marsh Fund quarterly distribution needs to be moved from "Misc Income" to "Marsh Fund". Sue made a motion to accept the treasurer's report, Stacey seconded. The motion passed.

Actions: Cristy will make the corrections to the entries on the Budget vs Actuals.

Building & Maintenance One of the tenants has difficulty with where the trash cans need to be during winter months to not block emergency exits and make shoveling as easy as possible. Bruce is working to resolve this issue. Bruce is looking into Property management contractor. On June 1st, we need to recertify our apartments. In past, the renters self-certified, we are looking at doing that differently in light of possible future renovation. Carol made motion to approve report, Sue seconded. The motion passed.

Actions: On Friday, Bruce, Molly and David will meet and decide about the apartment inspections

New Business

Friends Update Bobbie reported that the Friends Annual meeting has been delayed to end of April. They will make decisions at that time on date of opening and hours. David would like to make a formal presentation to Friends at Annual meeting. Bobbie will make a list of what could be worked on in the basement.

Actions: Bobbie will make a list of areas in the basement that could be addressed during renovation.

Board Retreat/Nominating Committee The question we would like to address is how do we change the way we populate our board to be more diverse and representative of our community. Stacey has pulled together some resources to help us address this. She has talked with several community members to serve on a committee to look at this question. Beate made a motion to form a Board Development Committee, Sue seconded. The motion passed. Last Board retreat was last September. David suggested that we schedule a retreat for the summer.

Actions: Stacey will set up a Board Development committee, invite some members of the community and present Board. She will report back to the Board.

A retreat has been tentatively scheduled for July 24, 2021 8am – 12pm

Restricted Funds & Endowments Discussion was held on the Restricted funds and understanding of how we could or could not use through the process of renovating. Discussed the decision process that the board will need to go through in funding the renovation.

Old Business

By-laws Will be emailed to Board members to be voted on in April meeting.

Action: David will email each Board member the by-laws to be reviewed before the next meeting.

Policy Review 1-3 Tabled to May meeting.

Need for Executive session Regulations for when boards need to use executive session cover contracts and information that could be hurtful to library. David feels that discussion about the Demont Contract and fundraising should happen during executive session.

Renovation David reported the timeline: we have projected kick off date, we received a Community Development Block Grant for \$30,000 that Isaac Wager wrote. We are currently in Phase one of Demont study, Molly and David wrote letter and statement of need. Demont and Co have started conducting the interviews. They will present summary based on these interviews during the April Board meeting. Board will then need to make a decision whether to move forward. In looking at the timeline, Bobbie pointed out that the Auction and Annual Campaign could be negatively impacted if done concurrently with the public fundraising campaign.

Comments and Announcements

None at this time.

Adjourned at 6:20pm

Respectfully submitted,

Carol Fjeld

Next Meeting April 21, 2021 4:30pm