

Brandon Free Public Library

4 Franklin Street

Brandon, Vt 05733

Board of Trustees Meeting

August 18, 2021 4:30pm

Call to order at 4:36 pm

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)

Approval of Minutes

Cristy moved to approve the minutes. Stacey seconded. Motion passed.

Approval of Reports

Librarian – Everything is going up. Carol moved to approve, seconded by Sue. Motion passed.

Treasurer/Finance Committee – Bills are up to date. Finance committee had a meeting to clear up Quick books. Capital Campaign account has been set up and \$4,500 will be transferred from Main account to Capital campaign account. David is doing a Proforma statement for Capital campaign. The negative balance shows that we have not drawn down from the Willard Account until the end of the year. We will start showing investment income monthly rather than yearly now. Friends gave a deposit that doesn't show because it was deposited in August. Finance committee will continue to work on the Capital fund account set up. Sue moved to accept Treasurer's report. Stacey seconded. Motion passed.

- Finance committee will be meeting to continue this work.

Building & Maintenance - We have asbestos in building in the cellar. Remediation is in the budget. We need to get numbers and estimate done now. Raised the rent for apartment 1 to \$850/month. Will not raise rent in apartment 3, will raise rent for apartment 2. May have to fix crumbling paint (lead issue) on one side of building depending on Mr. Kilpeck's recommendation.

- Bruce will find someone to make estimate.

Friends update – continuing with book sale. Have a meeting date for executive committee and plans for auction. Will be scheduled for weekend before Thanksgiving November 21st. 2-5 pm. Silent auction to continue after that. Will try to establish times to accept items when Molly is not there.

New Business

Board Recruitment - Bios are on website. Talking about making an ad for board recruitment. Suggestion to have our pictures with number of years served and names then empty boxes then asking do you want to join us? Could go out to all the avenues that we have available. Need a way that can let us know that they are interested. We need a process for this.

- Stacey will work with Carey to develop the ad.
- The Nominating committee needs to meet and develop a process.
- The process can be added to policy manual.

Website – Molly showed the website in process. Can go live when it is approved by Board. Needs to be advertised. Approval was given. Carey was paid for the work and will be given a bonus for the work outside.

- Carol will write a thank you to Carey.

Old Business

Renovation – Waiting on schematic budget from Naylor and Breen. Then need to look at that with the budget in mind.

Capital Campaign – We have a thoughtful process that is happening behind the scenes with Demont. Will start with the Board. We have a donation for \$50,000 that will be received in the next month. Board received handout of Capital Campaign updates. David reviewed.

Policy Review – Reviewed the Personnel Policy. The Policy will be changed to reflect Paid Time Off in hours. This will cover vacation and medical leave. Wording will be developed to provide for renumeration of unused vacation time. Final approval at next Board meeting.

- Get information on short term disability insurance. Look at offering long term disability insurance for purchase by employee, perhaps with help by board.

Review of Action Items

1. Laurie has not been available for discussion
2. The second half of the Friends pledge has been received.
3. David revisited his bio
4. Board members received link for website.
5. David sent out policy
6. Comments were received.

Annual Appeal – Last year we sent to ‘postal patron’ a couple thousand, from years before of 400+ people. The letter can be used again and can be sent to all 05733 addresses.

- David will talk with Demont and Asso. about the letter on Monday.
- Stacey will send a copy of the letter to David.

Comments and Announcements

Executive Session

Carol made a motion to adjourn the meeting, seconded by Cristy. Passed. Adjourned at 6:41 pm

Respectfully submitted,

Carol Fjeld

Next meeting September 15, 2021