

**Brandon Free Public Library**  
4 Franklin Street  
Brandon, Vt 05733  
Board of Trustees Meeting  
September 15, 2021 4:30pm

Call to order at 4:33 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)

Guests:

Approval of Minutes

Building and Maintenance - Rent is raised in apartment 2 to \$750. Motion to accept minutes with correction, second by Beate. Motion passed

Approval of Reports

Librarian - Story time has started on Saturdays, Teen Advisory and Book group attendance is good. Working on Annual Appeal and will need help stuffing envelopes. Molly will notify Board when help is needed. Carol moved to accept Librarian's Report, seconded by Stacey. Motion passed.

- Molly will notify the Board when help is needed.

Treasurer/Finance Committee – Have started meeting on a regular basis. Have cleaned up the classes on the Profit and Loss. The Board needs to have a discussion at a future time about the use of our investments regarding the capital campaign. Note that at the end of the year, we will take any monies needed to make up shortfall from the Willard Fund. Recently moved \$126,746.32 from UBS account into a Bar Harbor account to pay bills for Capital Campaign. John made motion to approve Treasurer report seconded by Stacey. The motion passed.

Building & Maintenance

Apartments – Tenant is leaving apartment 1, Tenant in apartment 2 is interested in moving in with his girlfriend and her support dog. We have an interested person for Apartment 2. Bruce/Molly are meeting with one party at 9 am on Monday and the second at 9:30 am on Monday. Rent for Apartment 1 \$850/month and apartment 2 is \$750. We will ask for \$200 as a deposit for the emotional support dog. Sue made motion to approve report, Stacey seconded. Motion passed.

- Bruce/Molly will meet with potential tenants.

Friends Update – Book sale continues. This month, they decided to ask for goodwill donation instead of asking for an amount. They have found this is more productive. Will be holding an auction the weekend before Thanksgiving. Discussion around a live auction challenges, using

different spaces for a silent auction. Need volunteers for serving and helping. Waiting to hear what the Chamber is doing for Moonlight Madness. The Friends voted to make a pledge for \$10,000 for 2022. The intention is to continue this for 5 years.

#### New Business

Board Recruitment – Stacey met with Carey and they would like to make a full-page ad in Reporter (\$350). Sue suggested the Board members each donate toward that cost. This will also go out on social media and as a paper available in the library. The target is get this out in two weeks. We are hoping to find 3 Board members.

- Stacey will get cost for full page ad and a mock-up to the Board.

#### Old Business

##### Action Items

1. Finance Committee has continued to meet.
2. The architect has sent suggestions for several companies to give assessment.
3. Stacey has worked with Carey to develop ad.
4. Nominating Committee has not met yet to develop process for adding Board members.
5. No policy for adding Board members has been developed.
6. The thank you has been written but not delivered.
7. Will complete getting information about disability insurance by Friday.
8. David will share the letter for the Annual Campaign with Demont and Asso.
9. Stacey will send a copy of the letter to David

Renovations – Have received some initial estimates from Naylor and Breen. Hoping to target a breaking ground later in 2022 and that it will take 5-6 months. The first meeting to look at these estimates September 24<sup>th</sup>. Hope to invite architect and Demont Asso to Oct meeting.

#### Comments and Announcements

##### Executive Session

Carol made motion to move into Executive Session, seconded by Beate. Passed. The Board moved into Executive session at 5:47 pm. Came out of Executive Session at 6:08 pm

Sue made a motion to adjourn, Stacey seconded. Passed. Adjourned at 6:08 pm

Respectfully submitted,

Carol Fjeld

Next meeting – October 20, 2021