

Brandon Free Public Library

4 Franklin Street

Brandon, Vt 05733

Board of Trustees Meeting

October 20, 2021 4:30pm

Call to order at 4:32 pm

Present: Stacey Doucette, Sue Gage, Cristy Harding (arrived at 5:15), Beate Jensen, Bruce Ness, David Roberts, Bobbie Torstensen, and Molly Kennedy
No changes in Agenda.

Approval of Minutes – Motion to approve Sue Gage/Stacey Doucette. Approved.

Approval of Reports

Librarian – Annual Appeal letters have gone, and is doing very well. Motion to approve Sue Gage/Stacey Doucette. Approved.

Building & Maintenance – Bruce Ness reported that apartment 1 is now vacated and before tenants from apartment 2 move in, he is getting the apartment cleaned and certain maintenance issues addressed. He estimates it will cost around \$2,500 - \$3,000. Need to fix thermostat, clean carpets, replace kitchen vinyl. Also need to address some plumbing issues, leaking toilet and shower/tub valve. Bruce wants to address any issues in apartment 2 before new tenant moves in. New tenant would like a different stove and a microwave installed. This is tabled at the moment. Microwave requires a dedicated electrical circuit, and it doesn't seem like a new stove is necessary.

Bruce also reported on the Environmental Assessment Report on lead and asbestos removal. Proposal came from Claypoint Associates, recommended by Isaac our grant administrator. They need \$5,000 to execute the contract and they will inspect and write a report with recommended remediation plans. Bruce will move forward signing the contract and issuing the check so that they can come in on a Monday in the near future.

Motion to approve the building and maintenance report Stacey Doucette/Beate Jensen. Approved.

Treasurers Report – Cristy stated that the Finance Committee met last week and cleaned up a lot of issues. No one had questions about the financial report. Addressed the 2022 budget proposal. The issue of Paid Time Off (PTO) and paying employees for the time they did not take off became an issue. At this point, the 2022 budget does not reflect payment of PTO. After some discussion the board formed an ad hoc committee to address the PTO and return to the board with a recommendation as well as any changes to the budget. The adhoc committee is made up of Beate Jensen, Stacey Doucette, David Roberts and Sue Gage. They will meet on Tuesday, October 26th at 4:30 pm at the library to address the issue.

Sue Gage/Stacey Doucette moved to approve the 2022 budget, acknowledging that it could change after the committee address the PTO policy. The budget was approved.

Friends Update – Bobbie Torstensen reported that booksale is down to its final week. It has been a very good year, with 3-4 times the number of visitors in 2019. Bobbie reported that their "sale" offering books at free will offering brought in more funds than they have brought in by charging. Bobbie suggested that since construction is slated to begin in September the booksale would not run next year. David Roberts suggested that they run it through early August so that they can sell as many books as possible before having to move them out for construction. Sue Gage suggested running the booksale as free-will donation entirely next year, with the goal of selling all the books so that we can open after construction with new inventory and a new rebranding. Bobbie wants to be on the committee designing the space so that she has input into how the basement will be reconfigured. David noted that there will be plenty of space for books.

Bobbie then reported that the auction will be held the first full week of December at the Brandon Town Hall. It will be a silent auction for several days. She is focusing on artsy donations to distinguish from other auctions in town. It will likely run from Tuesday, Dec 7th through Saturday, December 11th, with pickup on Sunday, December 12th. David would like to see us plan some events when the auction is open in the evenings, such as music, information etc. Bobbie will be distributing sign up sheets for board and friends to sign up to oversee the activities.

New Business

Board Recruitment – Stacey reported that the board recruitment ad went out and that we received six responses. Stacey spoke about the board makeup, and asked whether the board was supportive of having a teen on the board. The board would like to see that happen. Stacey suggested another ad hoc committee to address the board applicants, and develop a system for reviewing and interviewing. The committee of Stacey Doucette, Molly Kennedy and John Peterson will be on Thursday, October 28th at 4:30 pm in the library.

Tax / Legal Documents – David wanted to review any legal documents and filings that should be happening. Still concerned that we have not heard from Laurie Bertrand about the 990 filing. Cristy said she has spoken with Laurie and the 990 will be delivered this week. The other document that needs filing annually is the annual report which should be filed when the tax return is filed. All other filings are completed with payroll company or Laurie Bertrand.

Awareness Events – David spoke about awareness events that will be happening. Similar to the open house this past Monday where a small group was invited. The invitations went out to all board members, friends, and capital campaign steering committee members. Beate would love to have a list of all the library friends, board members and members of the capital committee.

Sue Gage had to leave at 5:50pm to attend another meeting.