Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

AGENDA

December 15th, 2021
Time: 4:30pm

Location:
Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

**And remotely: email molly@brandonpubliclibrary.org for link to remote meeting**

I. Call to Order
   (Agenda will be adjusted to accommodate discussion with guests)
II. Welcome visitors/Public Comments
III. Approval & Review of the Minutes
IV. Approval of Reports
    a. Librarian
    b. Treasurer/Finance Committee
    c. Building & Maintenance
     I. Apartments
     II. Snow removal
V. Friends Update
VI. New Business
    a. Public Fundraising
VII. Old Business
    a. Action Items (Minutes)
    b. Renovation
    c. Policy
VIII. Comments and Announcements
IX. Executive Session, as needed
X. Adjourn

Next meeting date: January 19th, 2021
Call to order at 4:34 pm

Present: Cristy Harding, Beate Jensen, Bruce Ness, David Roberts, John Peterson, Bobbie Torstensen, Molly Kennedy

Order of Agenda will be changed

Approval of Minutes - Changes: “at 5:50 pm moved into Executive session to discuss policy, came out at 6:20 pm”, in Building and Maintenance in second paragraph “Bruce also reported on the renovation project, the environmental assessment.” Motion to by Beate to accept minutes with changes, seconded by Carol. Passed

Approval of Reports

Librarian - numbers are going up over the month. Outreach at Harvest Fest and at Spooksville, Library was open for Halloween. ARPA funding was received for programming for $8,600 (ie, 3D printer, ukuleles, green screen set up, OWL pro, etc). Annual appeal is at $25,000 (budget at $15,000). Quiz night started up, Drag Queen storytime and Friends Auction are coming up. Motion to accept David, second by Beate, Passed.

Building and Maintenance - All apartments are leased. Building inspection went with no comments. Recommended changing apartment addresses for 911 access. Bruce will make the updated address for 911. Carol made motion to approve report, John seconded. Passed.

Action Items
- Bruce will itemize the building updates in the apartments for the change over.

Treasurer/Finance Committee - We will be using the Capital Campaign fund account by end of year and that is not reflected on Oct Balance sheet. Updated cash balance from UBS is also not reflected in balance sheet that includes stock gifts to Capital Campaign. By end of year, Profit and Loss by class includes (1) Capital Campaign (2) Investment Activity (3) Operating budget aka not specified and (4) Friends. We are looking at the Vermont Community Development Program grant to cover work to be done by architects. In Budget vs Actual the information is a work in process and the Finance Committee plans on having it completed by Dec 31. Operating budget is on target. Investments have done very well this year. Laurie Bertrand has been working on our books this week. Taxes are done and signed. We have asked a CPA from town to look at our books. Motion to approve financial report by Carol second by Beate, passed.

Action Items
- Finance Committee will continue work on Report forms

Friends Update - Book sale was completed in October. It was considered successful. Invitations were sent out to 100 artisans, vendors, etc for donations. The silent auction will be held at the Town Hall. This coincides with the Chamber promotion of Moonlight Madness.

New Business - none noted
Old Business

Action Items - none noted

Renovation - We’ve had visits from specialists in code, fire, structural, environmental, lead, asbestos, and architects to work in library. We are having challenges with meeting code in attic - balancing a second means of egress or beefing up all the fire safety (more sprinklers, fire proofing in ceiling, fire alarm that calls, etc). Next two months is determining the actual cost of the project. Design Development will arrive at end of Dec and actual costs in middle to end of January. Expecting ground breaking in September 2022. Brian Jerome and Courtney Satz are developing a Case Statement. Looking for it to be done in next week.

Policy - There continues to be work on the Policy.

Action Item:

- David will schedule next policy meeting.

Zoom call with VIA -

Andrea Murray, Jesse Gillette, Stefan Rieter from Vermont Integrated Architecture. Andrea’s comments: Started work on this project in 2017 with looking at adding lift to building. Now working on the addition on the south side where the lift will be located. At the same time they are looking at flow, usability, energy efficiency, historic preservation. Have just embarked on Design Development phase in which the engineering consultants to make decisions on the plan. Next will be to revisit actual costs then onto Construction documents. They will continue to be available for questions from subcontractors for implementation. They will be involved in permitting activities. Jesse’s comments: Started with site plan then went over the plan floor by floor. Finally he went over the elevations. There will be an exterior finishes board that the committee needs to sign off on. There will also be an interior finishes board with options to be decided on. This will come toward the time for Construction documents. Stefan comments: Looking at detail for organization of spaces. Working with structural engineers (Engineering Ventures) - planning on another site visit in regards to structural upgrades - what and how. Engineering Services of Vermont is working on mechanical. Working with Fire safety on some issues: because it is existing and historic building we have some decision making to exceed code in some areas to make up for areas of code that we are weak on.

Executive Session

Bruce made motion and Beate seconded to move into Executive session to discuss fund raising and Board recruitment at 6:27 pm. Passed. Motion to move out of Executive session by Beate seconded by John at 7:10 pm. Passed.

Motion to adjourn by Beate and seconded by John at 7:10 pm. Passed.

Respectfully submitted,

Carol Fjeld
Secretary
Librarian's Report
November 2021

Circulation:
Adult: 763
Juvenile: 408
Young Adult: 50
Computer: 58
WIFI: 326
E-lending: 371
General: 18
Catalog visits: 1228

Interlibrary Loan
BFPL Borrowed: 33
BFPL Loaned: 39

Meeting Room: 19
Door Count: 1406
Curbside deliveries: 0

Programming:
Meditation weekly: 2-3
Book Discussion monthly - 4
Teen Advisory monthly – 5
Take & Make kits: 27
Drag Queen Story Time: 21

General:
November was a quiet month, as it usually is.

Next steps:

In September:
New accounts: 8
Home deliveries: 3

Upcoming:
- Monthly book discussion
- TAG
- Reverse Parade