Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

AGENDA

April 20th, 2022
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. Renovation
V. Friends Update
VI. New Business
VII. Old Business
   a. Action Items (Minutes)
VIII. Comments and Announcements
IX. Executive Session, as needed
   a. Personnel discussion
X. Adjourn

Next meeting date: May 10th, 2022
Brandon Free Public Library  
4 Franklin Street  
Brandon, VT. 05733  
Board of Directors Meeting Minutes  
March 16, 2022. 4:30 pm

Board/Staff Present: David Roberts, Cristy Harding, John Peterson, Christine Fries, Gary Meffe, Bruce Ness, Carol Fjeld, Stacey Ducette, Beate Jensen, Molly Kennedy

Guests: Bobbi Torstensen

Call to Order: 4:30 pm

Secretary's Report: Gary moved to approve the minutes, seconded by Beate. Passed

Librarian's Report: Door numbers are increasing. Quiz night has finished for the spring, meditation and Teen advisory group continue. April 6 in the afternoon the new state librarian, Catherine Delneo, will be here to visit. All Board members are invited to come and meet her. An End of Life doula is presenting tonight and there is an artist on display. Coming up: book discussion starting on Tues nights, Pins and Needles group starting up on Tues night. Stacey moved to accept report, Bruce seconded. Passed.

Actions: Board members are encouraged to visit the library April 6 during the afternoon to meet the new state librarian.

Treasurer/Finance Report: Budget - still struggling to get all the classes worked out. Bank statements are reconciled. Profit and Loss is correct but By Class is not corrected. This needs to be corrected for the actual build when we want to start borrowing money. The balance sheet needs to add the pledges. Need to significantly adjust ‘equipment inventory’. Reconciled cash and we know where and how cash was being used. The Capital Campaign needs to be reconciled. Motion to approve financial report by Beate, second by Stacey. Passed.

Building/Maintenance Report:

Apartments: Lead inspection has been completed on apartments. The report has been received and filed with the Town and insurance carrier and given to tenants. Apartments look great. Work recommended includes painting in stairway. Exterior windows as well as canopy above apartment 1 needs to be painted as it is peeling. The inspector gave Bruce 3 painter recommendations who will abate the lead in the paint as building is pre 1978. Bruce will get three bids. We can use either Farr or Willard funds for this. The lead inspector commented that the apartments were underpriced.

Actions: Bruce will get three bids for painting exterior windows, canopy and stairwell.
**Renovation:** At some point we need to talk to tenants and neighbors about the renovation. Bruce stated that the construction team will put a construction barrier for tenants and neighbors. There is an insert to discuss the costs of project to be included in case statement. Inflation, fire code and asbestos abatement have brought it to $2.2 million. Naylor and Breen will present the bids to us. We will one told who each bidder is and what the bid is as well as the qualifications. The Board has no contract at this time for Construction Manager for the build portion of this project. While there is much that is pushing our start date off we are still planning to have August 1 start date. Detailed plans have been delivered to the library and are available to be reviewed. Suggested that we have them available for review. Cristy moved to approve Building and Maintenance report, seconded by Gary. Passed

**Actions:** Bruce will talk about the renovation with the tenants. Molly will put the plan out in the Meeting room for review.

**Friends Update:**

**Brunch Update.** Had a good turn out with enthusiastic group of 58 people. There were many people who are happy to volunteer.

Bobbi is preparing a book sale starting April 22 to May 28 on Fridays and Saturdays. It will be advertised and on social media with specific groups being informed. A ‘garage sale’ will happen on May 28. Bobbi is happy to include anyone who would like to help with the book sale.

**Next meeting 4/9 10:30 at BFPL.** For people who are open for volunteering or who hadn’t attended on Saturday.

**New Business:**

**Temporary relocation.** It is recommended that we move the main operations of the library to the downstairs of the Town Hall. We will rent storage room(s) at Compass center for that part of the collection to which the librarians need to have access. Additionally we will rent a meeting/tutoring room (B16) and space for programming that cannot be held at the Town Hall space. Motion to budget of $15,000 and empower committee to make decision by Cristy, seconded by Bruce. Passed.

**Old Business:**

**Action Items:**
- lead review done
- March 12 Friends Brunch done
- Town meeting. Budget passed no questions
- PDF of policy. Sent and read
- Review/report on policy being done at this meeting
Policy: It will be formatted when completed and passed. It will be posted on website. Gary suggested that a sign be posted that children cannot be unattended. Librarians feel it should be dealt with on case by case basis. Carol moves to adopt the BFPL Guiding Policies, Bruce seconded. Passed.

Comments and Announcements:

Executive Session: Motion to move into Executive session at 6 pm and invite Molly by Cristy, seconded by Stacy. Passed. Moved out of executive session at 6:26 pm.

Cristy moved that the budget be increased by $20,000 to allow the hiring committee to find personnel to replace Carey. second by Bruce. Passed

Adjourn: Motion to adjourn by Stacey, second by Gary at 6:28 pm. Passed.

Respectfully submitted,

Carol Fjeld, Secretary