Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

AGENDA

June 15th, 2022
Time: 4:30pm

Location:
Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733
**And remotely: email molly@branchonpubliclibrary.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
V. Friends Update
VI. New Business
VII. Old Business
   a. Action Items (Minutes)
VIII. Comments and Announcements
IX. Executive Session, as needed
X. Adjourn

Next meeting date: July 20th, 2022
Brandon Free Public Library  
4 Franklin Street  
Brandon, VT. 05733  
Board of Directors Meeting Minutes  
May, 18 2022. 4:30 pm

Board/Staff Present: David Roberts, Cristy Harding (arr. 5:09), John Peterson, Christine Fries, Gary Meffe, Bruce Ness (online), Stacey Ducette, Beate Jensen, Molly Kennedy

Guests: Bobbi Torstenson

Call to Order: 4:30 pm

Secretary's Report: Gary Meffe asked for clarification on who made the motion for the apartments. Gary Meffe moved to approve the minutes, seconded by Beate Jensen, Passed

Librarian's Report: Presented by Molly Kennedy. Reported that C.T. Oliver has been hired as a new librarian. C.T. has worked at the Duke University Library and is a freelance artist. She also has a farmstead and will be at the Brandon Farmers’ Market. She is filling Carrie’s position but Carrie will continue for 2 hours/week taking care of social media and the website for the library and is available as a sub. Jenny is moving to Ohio this summer and will have to be replaced. There is a library conference June 1st at Castleton and all of the BFPL librarians will be attending.

David Roberts asked if we are looking for subs and advertising a search. Molly answered "maybe" and explained that training a sub is intensive. David reminded Molly that she should be sure to take her vacation days (5 weeks [20 days] per annum/person). Stacy Doucette asked if the library could close after summer reading program ended and before school started at the end of August. Molly explained that this would be difficult and a hardship on patrons. David, "Do other libraries close?" Molly, "We are a town service and summer is our busiest time of the year." Molly explained that paid subs are more desirable than volunteers ("volunteers cannot run a library.") Molly reported there is a grant being submitted for programming supplies for community use such as for a maker space, a digital projector, a sewing machine - equipment that could be checked out by patrons.

Stacy Doucette moved to accept report, Gary Meffe seconded. Passed.

Actions: continue to look for new staff as needed

Treasurer/Finance Report: Treasurer/Finance Report presented by David Roberts who began, "There is not a lot to report." Gary Meffe mentioned a discrepancy in under Capital Campaign: $2700 if profit and loss that has not been moved over yet. David Roberts explained the difference in how cash already in hand is reported vs. pledges that still have to come in, the report is not showing commitments and pledges yet. The balance sheet has not been updated yet because we have not been in touch with the accountant (Laurie Bertrand). "Budget-wise we are doing fine." Reported there is no budget for capital campaign expenses, also extra expenses on the apartments. The capital campaign expenses make it difficult to see the actual, budget clearly.

Motion to approve financial report by Beate Jensen, second by Stacy Doucette. Passed.

Actions: Get in touch with accountant. Add receivables per 12/31 then update monthly report. Seek advice of accountant to advise us in order to properly reflect numbers.

Building/Maintenance Report: Building/Maintenance Report submitted (remote by Zoom) by Bruce Ness. A painter has been signed up for the windows and work should begin mid-June. The tenants of the apartments must be given on booklet to read on lead paint hazards and they must all sign off on having
read it prior to beginning work. Tarps will be spread from the base of the building to 10 feet away and all scraping must be done by hand (not machine.) Work will begin on the east side of the building to avoid gardening issues. There are only 4 windows there. There are issues with rotting of wooden window frames and metal inserts will be installed by Scott Rideout for at least 3 more sills requiring at least another $2000 beyond the $9200 budgeted.

David reported that for the renovation Naylor & Breen have been hired through a public bidding process and we have accepted them. N&B say the timing as originally proposed is unrealistic and that a new timeline for building must be put in place beginning in mid-April 2023. It will begin with asbestos abatement estimated to take 30 days. Construction should begin by the first week of June 2023 and continue to the end of March 2024.

Historic materials from the library collection will be moved to rented space in the Compass Center for storage starting in June.

David reported proposing to bid for project materials in fall of this year. The plan is to start ordering ahead of time for a "long lead bid" to prevent waiting for delivery of materials. The hope is that the high prices for building materials right now will have come down a bit by then. There is still a need for the board to officially vote on the contract with N&B. Details need to be clarified in the terms of the proposal and dates need to be changed to reflect the new timeline. The committee will meet on Friday next to get the preliminary contract to examine and distribute to the board. The dates for effecting the move are going to have to be changed. Once the contract is approved a public press release will be made so the public knows the schedule for the move.

Motion to approve Building and Maintenance report made by Beate Jensen, seconded by Christy Harding Passed

Actions: Vote on Naylor & Breen contract at June 15 meeting.

Friends' Update: Christy Harding asked if the booksale will be running all summer. Bobbi Torstenson reported that the "Spring Cleaning Booksale" will be extended 2 more weeks into the summer. Volunteers will need to be apprised of this change.

In this discussion the issue of the Independence Day Parade was raised. David Roberts said that we should participate. There was a question of whether or not there will be a float or a group walk. For next year we will wear hard hats in the parade.

New Business: None

Old Business:

Actions: Molly and David will talk with Michael about the painting work and renovation work and its potential impact. Bruce will talk with other two tenants about painting work and renovation.

Create a waiver for volunteers. Molly will print out waiver for volunteers to sign.

Executive Session: Contract Discussion. Motion to move into Executive session at 5:42 pm and invite Molly by Beate Jensen seconded by Bruce Ness. Passed. Moved out of executive session at 5:59pm.

Adjourn: Motion to adjourn by Beate Jensen, second by Christy Harding at 5:59 pm. Passed.

Respectfully submitted,
John Peterson filling in for Carol Fjeld
Librarian's Report
May 2022

Circulation:
Adult: 1162
Juvenile: 749
Young Adult: 77
Computer: 50
WIFI: 500
E-lending: 364
General: 40
Catalog visits: 959

Interlibrary Loan
BFPL Borrowed: 36
BFPL Loaned: 42

Meeting Room:
Door Count: 3863

Programming:
Meditation weekly: 2-3
Teen Advisory monthly – 6
Grief Support Group monthly - 3
Book Discussion monthly – 8
Pins & Needles weekly - 14

General:
Weekly meetings with different renovation teams, including Demont Assoc., VIA, Isaac Wagner, mechanical/electrical engineers, BFPL committees
Monthly meetings with State Dept. of Libraries and Directors of Large VT Libraries and BFPL Finance Committee
New hire is working out very well (Chandler)
CONGRATULATIONS to Joni who received her Public Librarian Certification

Next steps:

In April:
New accounts: 14
Home deliveries: 4

Upcoming:
- Planning for Summer Reading Program
- ARPA round 2 (VTDOL) makerspace equipment
- Wednesday morning story time beginning in June