Brandon Free Public Library  
4 Franklin Street  
Brandon, VT 05733

AGENDA

March 16th, 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  
   a. Brunch Update  
   b. Next Meeting 4/9 10:30 @ BFPL

VI. New Business  
   a. Temp. Relocation

VII. Old Business  
   a. Action Items (Minutes)  
   b. Policy

VIII. Comments and Announcements

IX. Executive Session, as needed  
   a. Personnel discussion

X. Adjourn

Next meeting date: April 20th, 2022
Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733
February 16, 2022. 4:30 pm

Present: Carol Fjeld, Crissy Harding, Beate Jensen, Christine Fries, Molly Kennedy, Gary Meffé, Bruce Ness, John Peterson, David Roberts

Guests: Caisil Weldon, Lauren Geiger, Demont Assoc., Bobbi Torstensen, Joni Osterhautd

Call to order: 4:33 pm

Welcome visitors/public comments:

Secretary’s Report: Gary made a motion to approve minutes from January 19, 2022, second by Beate. Passed.

Librarian’s Report: Numbers are holding steady, programming included TAG, Quiz night and weekly meditation. Craft swap happening on Saturday. End of Life doula will be presenting. Beate made motion to approve Librarian’s report, seconded by Carol. Passed.

Treasurer/Finance Report: No Finance Committee meeting in January. Bruce suggested fine-tuning the purpose of the Finance Committee and setting usual meeting time. Frank Frick has been hired as accountant to go over 990 reconciling to Quickbooks account. He is also working on Equity and Investment accounts. Hope to end with a more clear Report by Class. Carol made motion to accept Treasurer’s Report, seconded by Gary. Passed.

Building/Maintenance Report:

Apartments: No one is available as yet to do lead report for apartments. Fire inspection for extinguishers will be happening Feb 17, 2022. Gary made a motion to accept Building Report, seconded by Bruce. Passed.

Action: Bruce will continue to work through list of folks who can complete lead review.

Friends Update:
Bobbi reports that she met with Joni and David to discuss and plan the ‘Seasons Kickoff for Volunteers’ on March 12th at noon
Goals:
- To acknowledge all volunteers.
- Inform and encourage people to become volunteers.
- Overview of project.
Set steps and dates for moving process. Working on advertising for brunch.

Set tentative date for live auction on Dec 4, 2022.

Action: All Board members are invited to stop by/attend this event.

New Business:
**Joni’s Report:** Vt Dept of Libraries has noted that there has been an increase of book banning events. They are asking us to have our policies around this in order. They also ask that the Board be aware and know process involved in a request to ban a book. Joni shared the form that can be found in our policies. If a Board member is approached, please refer them to the librarians for this form. Assure them that this is a policy that has been in place so all can be heard. The Board/Director will make the final decision.

**Town Meeting Rep:** Town meeting Feb 28 will be attended by David and Molly.

**Actions:** Board members are encouraged to attend if possible.

**Reno project plan:** David shared the schedule for the steps to prepare for renovation. Library will have to do a significant move. We are exploring four sites (United Methodist Church, Compass Center, Town Hall and Tubbs) as potential sites to which to move the library.

**Old Business:**

**Action Items:**
- Molly send year end graphic - completed
- Bruce will look for snow removal provider - no luck
- Bruce will discuss snow removal with Town - talked with Dave Atherton to plow before 10 am. Dave said he would talk to snow removal folks
- David will send out final policy - will be sent out next
- Board members will review policy in preparation for voting - over next month

**Renovation:** David made a motion to approve the Donor Gift Recognition chart with changes discussed as a working document to be available during fund raising, seconded by John. Passed. Design and Development plans will be complete shortly and sent to Naylor and Breen. Naylor and Breen will do a final estimate. Hope to have those by March Board meeting. Then prepare for public bid in July which will give us a final cost. There are several bottlenecks that may move the start date to March 2023.

**Policy Finalization:** David shared the final policy document. He pointed out section 4. Personnel Policy as a section for Board members to focus on. (Specifically 4.4 and 4.5). Send any questions/comments in email to David and Molly. Expect to vote on in February.

**Actions:** David will send PDF of policy out to all Board members.
- All Board members are expected to review policy and send any comments/questions to David and Molly.

**Comments and Announcements:**

**Executive Session:** Gary made a motion to move into elective session at 5:02 pm with Caisil, Lauren, Molly and Bobbi to discuss contracts. Passed. Moved out executive session at 5:56 pm.

**Adjourn:** Bruce moved to adjourn at 6:33 pm, Gary seconded. Passed.

Respectfully submitted,

Carol Fjeld
Secretary
Librarian’s Report
February 2022

Circulation:
Adult: 911
Juvenile: 447
Young Adult: 65
Computer: 42
WIFI: 342
E-lending: 360
General: 39
Catalog visits: 797

Interlibrary Loan
BFPL Borrowed: 32
BFPL Loaned: 50

Meeting Room:
Door Count: 1541
Curbside deliveries: 0

Programming:
Meditation weekly: 2-3
Teen Advisory monthly – 4
Quiz Night in session at Neshobe Golf Course/Brandon Inn - 50

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

Next steps:
Newly appointed State Librarian, Cathy Delneo to visit BFPL April 6

In September:
New accounts: 14
Home deliveries: 5

Upcoming:
- Quiz Night
- La Dimora End of Life Doula presentation 3/16
- Drag Queen Story Time 3/19
- March popup artist: Allen Fitzpatrick
- Book Discussion, first Tuesday of every month beginning April 5
- Pins & Needles Sewing group reconvening after COVID break, Tuesdays at 530pm
- Planning for Summer Reading Program