Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733

AGENDA

May 18th, 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 Timing
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: June 15th, 2022
Brandon Free Public Library
4 Franklin Street
Brandon, VT 05733
Board of Directors Meeting Minutes
April 20, 2022. 4:30 pm

Board/Staff Present:  David Roberts, Christine Fries, Gary Meffe, Bruce Ness, Carol Fjeld, Stacey Ducette, Molly Kennedy

Guests:  Bobbi Torstensen

Call to Order:  4:33 pm

Secretary’s Report:  Bruce moved to approve the minutes, seconded by Christine. Passed.

Librarian’s Report:  Numbers are all going up. Circulation and interlibrary loan are up. Have started up some programming that had stopped for COVID. New State Head Librarian visited. We’re hiring for two positions. Jenny will be moving in July. Christine and Stacey are on the Hiring Committee. DVDs continue to be a hot item. E-lending is ‘Libby’ app. 405 were loaned this month. Gary moved to accept report, seconded by Carol. Passed.

Actions:  none

Treasurer/Finance Report:  David passed out the Renovation Project finance sheets as of 3/31/22. See attached. Financials are typical. Note that “Capital Campaign fund” on budget sheet is actually $253,000. All reported in ‘Annual Appeal’ category represent funds received from last year’s appeal after January. Bobbi mentioned that the Friends have promised $10,000 to the Building fund. David responded that he expects that the Friends will be able to also continue with $10,000 to operating budget. Motion to approve financial report by Carol, second by Bruce. Passed.

Building/Maintenance Report:

   Apartments:  Bruce has received two bids for the painting required for the apartment. Brush Works for $16,800 and Ross’ Painting for $9,200. Gary asked what the time frame is? The unofficial response from Vt Department of Health is that we are not mandated to finish by 30th of May if we are moving forward. The comment was that the Ross’ Painting offered three good recommendations and they are offering the same work as Brush Works. Motion for Bruce to contact Ross’ Painting to engage to scrape, sand and prime 30 windows, 1 door, and entryway facia and pillars for $9200 following lead protocol and include another $2,000 for carpentry work done by Bob Reed and /Scott Rideout, Gary seconded. Passed. The dryer died and Bruce bought a Speed Queen dryer for $1,074.

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.
**Renovation:** We have a public bid out for Construction Manager, we have bids from Naylor and Breen and Engelberth Construction. That decision will be made in next month. VIA is finalizing the final construction documents for bids to be made against. One bid has come in for asbestos removal. Expecting 3-4 more bids to come in. That work will be managed by Clay Point. There is a front page article in the Reporter on the Capital Campaign and Renovation. Relocation: the historic folks have started today. All it will be logged, tagged and decided to sell, move to museum, saved for library, etc. Perhaps the contractor that takes out the circulation desk will take the bookshelves and move them to the Town Hall/Compass center. Volunteers will need to sign a waiver to work at any phase of this project. Basement will be empty 7/1/22. Motion to approve Building and Maintenance report by Cristy, seconded by Christine. Passed.

**Actions:** Molly will print out waiver for volunteers to sign.

**Friends 'Update:**

**Update** Had a meeting of volunteers on 4/9/22 in basement. Bobbi has a list of 20 volunteers for the book sale. The librarian from the middle school has come and taken a shelf of books for their collection. Bobbi has a list of Resale dealers to contact. Bobbi has put up posters advertising the sale. Book Sale starts Friday. One person offered to review and write the bylaws. In the original by laws the executive committee of the Friends is a committee of the Board.

**Next volunteer meeting** The second Saturday of May at 10:30 am at BFPL.

**New Business:**

**Temporary relocation.** David suggested that we start Historic items space at Compass Center by June 1. Lease needs a carve out that lease starts 7/1 unless the Reno is delayed. Cristy moved that authorize Carol to negotiate contract with Compass Center as needed up to $6,000 for 12 months starting June 1, seconded by Bruce. Passed.

**Parade.** It is suggested that we have a walking float in the parade. Suggested dressing as our favorite character and wearing hardhats. Stacey will talk to TAG to see if there are any volunteers.

**Old Business:**

**Action Items:**
- April 6 visit - changed
- Painting bids - working on it
- discuss renovation with tenants - Molly and David will talk with Michael, Bruce will talk to other tenants about windows.
- Renovation plans displayed - done
Comments and Announcements:

Executive Session: At 6:24 pm a motion to move into Executive session for personal issues and discuss contracts and to invite Molly by Christine, seconded by Bruce. Passed. Moved out of executive session at 7:02 pm. Cristy made a motion that all employees receive a raise of $3/hr effective next pay check as well the future employees be offered a contract starting at $18/hr.

Adjourned at 7:02 pm

Respectfully Submitted,

Carol Fjeld
Recording secretary

Next meeting: May 18, 4:30 pm
Librarian's Report
April 2022

Circulation:
Adult: 856
Juvenile: 565
Young Adult: 47
Computer: 42
WIFI: 442
E-lending: 419
General: 24
Catalog visits: 919

Interlibrary Loan
BFPL Borrowed: 38
BFPL Loaned: 42

Meeting Room:
Door Count: 1862
Curbside deliveries: 0

Programming:
Meditation weekly: 2-3
Teen Advisory monthly – 9
Grief Support Group
Book Discussion – 8
Pins & Needles - 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

Next steps:
Need to hire for part-time position

In April:
New accounts: 8
Home deliveries: 4

Upcoming:
- Planning for Summer Reading Program
- ARPA round 2 (VTDOL)
- Monthly Friends’ meeting