

PBrandon Free Public Library
4 Franklin Street
Brandon, VT 05733

AGENDA

January 20th, 2021

Time: 4:30pm

Location:

Brandon Free Public Library

4 Franklin Street

Brandon, VT 05733

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

- I. Call to Order
(Agenda will be adjusted to accommodate discussion with guests)
- II. Election of President
- III. Election of Secretary and Treasurer
- IV. Approval of the Minutes
- V. Approval of Reports
 - a. Treasurer
 - b. Librarian
- VI. New Business
 - a. Finance committee update
 - b. Board approval for bank signers
 - c. Friends update
- VII. Old Business
 - a. Review minutes/action items
- VI. Library Renovation
- VII. Apartments
- VIII. Comments and Announcements
- IX. Executive Session, as needed
- X. Adjourn

Next meeting date: February 17th, 2021

BFPL Meeting Minutes December 16, 2020

Treasurers Report:

- Annual appeal is over \$10,000. The annual appeal was budgeted for \$5000 this year. It will be back up to \$15,000 for 2021.
- It was recognized that some residents did not receive the annual appeal letter. Stacey will check in with the post office to see what happened. She will report back to the board.
- June will take half of the Treasurer's Honorarium at the end of the month
- Steph made a motion to add David on as a signer for the bank account. Sue Seconded.

Librarians Report:

- Take and Make kits have continued to be successful
- Jenny Walker is working out well as a new staff member.
- There are a solid handful of applicants for the new position. There are a wide range of candidates. The hiring committee will start the hiring process in the new year.
- Steph approved the librarians report & Sue seconded.

Friends Update:

- The Friends are a small but dedicated group of volunteers. Their income comes from 2 major fundraisers: the annual book sale & the auction
- They pledge money to the library at their annual meeting every April. The amount that is pledged is usually \$9000. That money is for books. There is also other money that is available to pay for summer programs, furniture, equipment replacement, etc. That amount averages around \$3000.
- Income has been way down this year. It has been determined that they will be able to pledge \$9000 in April of 2021, but the future beyond that is unclear.
- Discussed collecting stories of long-time patrons, generating an oral history of the library. We could create a list of patrons who would like to contribute stories over the next year.

Library Renovation:

- We had a brainstorm session to generate a list of community members to interview. This interview would not be about solicitation, but instead about gathering information to determine feasibility, interest, etc.
- During the boards January 20th meeting we will have an in-depth conversation about the renovation project. This will be a time to reflect & ask ourselves questions such as: Where are we? Why are we doing this project? What led us here? Are we on the right track?
- David hopes to get budgets, schematics, etc. out to the board before this meeting.

Apartments:

- Discussed the need to establish a building committee. Molly is having to spend a fair bit of her time dealing with apartment issues. Talked about exploring property management options.
- We will come with ideas to the January meeting for how the apartments can be successfully managed.
- In the meantime, we need to send a letter to the tenants reminding them about our current system & providing everyone with an emergency contact sheet.