

Bennington Free Library Board of Directors Meeting
Meeting Minutes
March 17, 2015 🍀

Present: Barth VanderEls, Lynne Fonteneau-McCann, Kelly Legacy, Jon Goodrich, Dave Newell, Kathy Murphy, Chrissy Morrissey, Mike Munson, PJ Venti

Approval of January 20, 2015 minutes:

A motion to accept the minutes was made by Chrissy and seconded by Kelly. Minutes were unanimously approved.

Roofing Project Proposal:

Mark Wesner of Keefe and Wesner Architects, P.C. was present to answer any questions from the board regarding a draft proposal sent to Lynne on February 17, 2015 for architectural services for work to be done on the Library's existing roof. Barth and Kelly asked about the fee structure which is spelled out in the proposal. It is on a percentage basis of the total cost of the project and we can choose not to complete all phases. Jon and Lynne asked if consideration would be given to composite materials as an alternate to slate. Mark responded that it would be prudent to explore all options and that calls should be made to both the local and state historic preservation groups for approval prior to any decisions being made on materials. It was determined that if Keefe & Wesner were under contract by April 1, they would be able to provide Drawing and Specifications (Phase I) by the June 23rd event.

Following Mark's departure from the meeting, Jon made a motion to move forward with the project and contract with Keefe & Wesner with the provision that the cost not exceed \$4,000 for the completion of Phase I or 15% of the Cost of Services. Dave seconded the motion. The Board voted unanimously to award the contract to Keefe & Wesner.

Finance Report:

- A. **Annual Fund:** To date, we are 81% of goal; this is ahead of where we were at this time last year.
- B. **Revenue and Expense Report:** Barth noted that we are 2/3 through the year. Lynne explained that we are over budget in three areas and the reasons why:
 - Interlibrary Loans – postage costs have increased and we are loaning more books; next year's budget line has been increased to help off-set cost.
 - Copier/Computer Expense – this is a carryover from last year's purchase of a new microfiche scanner.
 - Repairs & Main-Building – overage due to scheduled capital improvements.

The report was unanimously approved – motion made by Chrissy; seconded by Kelly.

Director's Report:

Robert Ebert, President of the Bennington Historical Society, is producing a play and will designate a portion of the proceeds to benefit the Library – approx. \$1,000 in return for meeting space. Lynne will update Board on the date and location of the performance.

The Library is providing monthly space for an Alzheimer's Café.

Lynne is currently interviewing for a bookkeeper.

Committee Reports:

A. **Buildings & Grounds:** David reported on the following:

- Our pre-buy from West Oil was 6,500 gallons (down from 10,000 in previous years). We have gone through most because of the extremely cold winter. Kelly asked that we solicit for local bids before purchasing for next year. Lynne noted that she does check all pricing in the area yearly but West has come in below others every year.
- The Children's Room was closed for a full week due to a broken blower motor. It has been repaired.
- Scheduled outside upkeep continues – exterior painting, brick repointing, fascia work/repair

B. **Fundraising:**

- Reminder: Book sale is April 24 & 25; we need volunteers.
- Reminder: Mayfest is May 23

Other Business:

A. **Security Issues:** Lynne reported that there have been several instances of missing funds from the daily cash drawer. The Bennington Police were notified and measures we taken including changing both internal and external locks and purchasing a safe.

Jon requested that cameras be installed.

Kelly and Mike asked that the police interview all library staff since it is believed that the theft is from a current employee or disgruntle past employee.

B. **Volunteer Reception:** Lynne reminded the Board that the volunteer reception will be held on Wednesday, April 15 and she anticipates that the Interact Club will be this year's award recipients.

C. **Chamber Mixer:** The Library is hosting the Bennington Area Chamber of Commerce Mixer on Tuesday, June 23rd – the actual date of our 150th anniversary

Lynne and PJ are looking into caterers

Karson is organizing a scavenger hunt

Dave agreed to speak on behalf of the Board and announce the roofing project

There being no further business, the Board adjourned. Mike made the motion; seconded by Jon.

Board Meeting Schedule, FY 2014-2015: Third Tuesdays @ 4:30 p.m.

May 19 – Next Meeting

June 16 – Annual Potluck Dinner

Respectfully submitted by,

PJ Venti