

**Bennington Free Library  
Board of Directors  
Meeting Minutes January 17, 2023**

**MEMBERS PRESENT:** Mike Munson, Susan McKenna, Kelley Legacy, Norma McShane, Jon Goodrich, PJ Venti, Jeannie Jenkins (Select Board Liaison), Lynne Fonteneau-McCann

**MEMBERS ABSENT:** David Newell, Jackie Marro, Michelle Wieggers

**CALL TO ORDER & APPROVAL OF MINUTES:**

- Minutes from November 15, 2023 meeting were approved unanimously

**PUBLIC COMMENTS/PRESENTATIONS:**

Presentation from Bryan Dalton, Window Dressers ([windowdressers.org](http://windowdressers.org)), a nonprofit organization providing low cost insulating window inserts. The Window Dressers program supplies, trains, and supports teams of community volunteers as they build affordable, insulating window inserts at local Community Builds.

Also in attendance were Bill Karis, Efficiency Vermont and Bruce Learhman, Local Coordinator for Window Dressers.

**FINANCE REPORT:**

- A. Annual Fund - as of 11/12/23 \$47,875 had been received or 80% of \$55K goal; we are on track to reach or exceed the June FYE target.
- B. Revenue and Expense Reports
  - Lynne reported that there were some 'big expenses' (i.e., boiler repairs, tree stump removal), though many of the expenses are tied to grant funding.
  - We are at about 50% of budget-to-date, and have received annual gifts from the Towns of Bennington, Shaftsbury, and Woodford.
  - Endowment performance was disappointing as expected
  - With no questions from the board, the R&E reports were approved.

**DIRECTOR'S REPORT HIGHLIGHTS** (full report circulated in meeting materials):

- 12/3 Holiday Book Sale netted \$1,173: the new format has been well-received by staff and patrons; we plan to schedule three theme-related mini events per year at the library as well as pop up sales on Main Street when there are seasonal local events. Themed mini events are expected to net on average \$2,000 or an estimated \$6,000 for the year.

- Five “Retired”/refurbished computers were donated to local nonprofits: the Turning Point Center received 4 and Sunrise Family Resource Center received 1.
- Plans for the Union Street porch renovation were submitted to the Historic Preservation Committee for review and request for a building permit at their January 10th. The HPC requested new drawings and an updated cost estimate proposal based on changes in plans.

## **COMMITTEE REPORTS**

### **A. Buildings & Grounds**

- Children’s Room bathroom renovation near completion; LFM to draft a ‘use’ policy for review and adoption by Board.
- Revised/updated plans for the Union Street porch renovation requested by the Historic Preservation Committee (see above in the Director’s Report)
- B&G Grant Opportunities
  - The remainder of the meeting discussion was focussed on the need to upgrade the library’s aging heating and cooling system with energy efficient heat pumps
  - State Library grants are available and we are waiting for the 2023 grant applications to be posted
  - Lynne requested the Board consider an expenditure of \$30K-\$50K for an architectural and engineering design proposal - we have received a proposal from Goldstone Architecture and awaiting a second one from Centerline Architects; both PJ and Kelley concerns that without a formal RFP describing the exact scope of the services requested could result in higher expenditures
  - It was decided to wait on a formal vote until the proposal from Centerline was received; Mike will call a special meeting for vote

### **B. Finance**

- Kelley will schedule a review meeting of the endowment with Money Concepts

### **C. Other: Board Committee Assignments**

- Tabled for March meeting - Board to review the standing committees and committee descriptions to assess if all committees are necessary/beneficial; assign committee chairs where vacant and review current commitment members; review any committee by-laws and term limits.

## **BOARD MEETING SCHEDULE (Third Tuesdays 5:00 p.m.):**

March 21, 2023

May 16, 2023

June 20, 2023

Respectfully submitted,  
PJ Venti