

**Bennington Free Library
Board of Directors
Meeting Minutes September 19, 2023**

MEMBERS PRESENT: Mike Munson, Jackie Marro, Susan McKenna, PJ Venti, Kelley Legacy, Norma McShane, Brian Cunningham, Gary Corey (Select Board Liaison), and Lynne Fonteneau-McCann (Executive Director)

MEMBERS ABSENT: Jon Goodrich, David Newell, Bruce Smith, Michelle Wiegers

CALL TO ORDER & WELCOME OF NEW MEMBERS

- The Bennington Free Library welcomes Dr. Brian Cunningham to the Board of Directors and Gary Corey as the Bennington Select Board Liaison

APPROVAL OF MINUTES:

- Minutes from the June 6, 2023 Board of Directors Meeting were approved unanimously.

FINANCE REPORT:

A. Revenue and Expense Reports

- Lynne reported that the Library ended Fiscal Year 23 within budget; and that our revenue and expenses are in line for July, August, and September. With no questions or further discussion from the Board, the R&E reports were approved.
- The Board approved by majority, with one abstention, to a short term investment of \$100K of savings from the money market account into a 7-month CD with the Bank of Bennington at 4.75%.
- In addition, the Board approved by majority, with one abstention, to convert a combined total of \$60K from PayPal revenue, this year's Capital Reserve balance, and savings into a second short term CD with the Bank of Bennington.

B. Financial Review

- The 2022/2023 Financial Statement Review (full report circulated in meeting materials) was presented and disclosed no anomalies or surprises.
- Two revisions were requested: Page 11, Note 12 Related Party Transactions - to reflect that David Newell, an officer of the insurance agency of which the library purchased an insurance policy, has not resigned as a Trustee of the Library; and Page 12, Note 16 Reclassifications - to include a figure for the building cost.
- It was discussed that it may be prudent to conduct a full audit if we are successful in receiving ARPA grant funding for the Heating Ventilation and Air-Conditions (HVAC) assessment and replacement project.
- With no further questions from the Board, the Financial Statement for 2022/2023 was approved with changes.

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

- The Library continued to offer very good programs throughout the summer for all ages.
- The Garlic Town Pop Up book sale netted \$264. Thank you to all who volunteered.
- The Harvest Fest Pop Up book sale is scheduled for Saturday, October 14.
- Several personnel changes were noted: John Harwood retired and Chris Hutchins was hired as Building Supervisor; Renee Williams was rehired as Administration Assistant

ELECTION OF OFFICERS

- The following slate of officers was presented and approved:
Michael Munson, Chair
David Newell, Vice Chair
Kelley Legacy, Treasurer
PJ Venti, Secretary

COMMITTEE REPORTS

A. Buildings & Grounds

- Restoration of the Bradford Garden is underway including landscaping, new benches and repairs to the brick walkway.
- The B&G committee is exploring new elevator vendors/inspectors
- The Window Dressers build is scheduled for October 6-11; thank you to all those who are able to volunteer.
- In a special meeting in February to discuss the facilities conditions assessment report for the HVAC system and ARPA grant funding, the Board voted as follows:
 - The Trustees recommended moving forward with the pre-development phase of the project with the expectation that the Library apply for, and in the hopes that it receives, grant funding through the State of Vermont for the full project cost.
 - The Trustees further recommended that the Library retain Centerline Architects for the project based on its proposal and long history with the building and the Library.
 - It was understood by the Trustees and the Board that the Library can cover this expense through its operating account and that Efficiency Vermont would reimburse the Library for up to one-third of the pre-development phase proposal cost.
 - It was further understood and agreed that the Board need not commit to any additional work beyond the pre-development phase at this time.
 - After discussion by the full Board, the motion was passed by majority to proceed with the pre-development phase of the project, retain Centerline Architects, and apply for grant funding.
 - We anticipate information from the VTLIB on the ARPA grant application process and deadlines.

B. Personnel and Policies

- Revisions/updates to the Video Loan Policy were approved
- It was recommended that the Board of Directors consider a Harmful Language Statement; further discussion needed and tabled for November meeting.
- Lynne Fonteneau McCann announced her intention to retire in January 2024. The board applauded Lynne for her years of service and leadership. Michael Munson announced that a Search Committee would be formed.

C. Other: Board Committee Assignments

- Reminder to chairs of the standing committees (Buildings and Grounds, Finance, Long Range Planning, Fundraising/Development, Nominating, and Personnel and Policies) to convene a committee meeting (virtual or in person) to review each committee's mission statements and report at a future meeting.

OTHER BUSINESS

- Lynne and PJ are working with GVH Studios to design temporary signage for our sandwich boards.

BOARD MEETING SCHEDULE (FY 2023-2024):(Third Tuesdays at 5:00 p.m.)

- November 21, 2023
- January 16, 2024
- March 19, 2024
- May 21, 2024
- June 18, 2024

Respectfully submitted,
PJ Venti