

Brunswick Community Library

Monthly Meeting of the Board of Trustees

July 18, 2017

Present: Fred Wobrock, Anne Poletto, Tom Mahoney, Natalie Hurteau, Marthe Ann Gabey, Carrie Painter Shaw, Maureen Cox

Excused: Ann Clemente, Jude White

Absent: Dan Casale, Amy Kiley

Meeting was called to order at 6 pm by President Fred Wobrock. June minutes were reviewed and approved as written. (Carrie Painter Shaw –Marthe Ann Gabey)

Treasurer's report was presented by Maureen Cox. Reports were emailed and reviewed. Investments as well as Quickbooks, bank reconciliation, payroll register, P & L month end and year to date. Finance committee met at 5:45 today and reviewed and verified all account balances. 90 % of the Construction Grant money from 2016 Project was received and deposited. Motion to approve made and passed. (Anne Poletto –Tom Mahoney))

Director's report presented by Natalie Hurteau. Circulation is at an all-time high except in magazines. Natalie will look into why there is a decline in magazines. Current and upcoming activities and events discussed. Natalie talked to Karen Guestella from the Town to obtain a permit for the Farmer's Market. Need to recover a site plan. EZ Pass application has been approved, hoping to roll out the program by September. Construction Grant 2016 has been completed and will receive the rest of the grant money soon. Natalie started the 2017 Construction Grant application process for the LED Lights. Natalie mentioned rolling out the Legal Project Pilot program. Will look into getting blinds on the study room window and will be alerting the Sheriff's office of program and looking into WPV management. (Maureen Cox –Tom Mahoney)

Old Business:

Waiting on second quote from National Grid to do the interior lights. Natalie will send out electronically to the board once it's received, and the board will e-mail vote it through. Natalie will then add it to the 2017 Construction Grant.

Quickbooks conversion was mostly seamless. Had to wait on direct deposit to confirm the bank. Need to follow up with provider to make sure that reports and banking are included in our online version and not just payroll

Fred to follow up on Free Little Libraries

Committee Reports:

Grounds look great. Dan to reach out about the fence around the tank. Septic Tank was pumped for \$200.

The concert series was quite successful with \$374 collected.

The board received a letter from a willing candidate to join the board. Ann Celemente and Jude White were asked to reach out to the candidate for more information and possible interview.

Natalie is now on the UHLS Services Committee and will be working on the applications for the Construction Grants and the Annual Awards. Fred attended the monthly UHLS board meeting. Discussion of the annual meeting took place. Suggested that Brunswick's Special guest next year should be Senator Marchione. Fred is also now Treasurer of the UHLS Board.

Anne P. remarked on the Town Board Meeting. Noted that there was a lot of excitement about the upcoming EZ Pass program and potential Farmer's Market.

New Business:

Natalie and Tom met with Tim Burke to discuss the future refurbishment of the library. After the walk through Tim suggested hiring Library Architect Paul Mays. Mays is highly qualified and highly recommended by Tim and other UHLS libraries. Discussion followed on cost of hiring a consultant, and what could be worked into the construction grant. Cost is \$450 for Mays to come to the library and deliver a plan of action. Tom Mahoney made a motion to hire the library architect, Carrie Painter Shaw seconded. Passed. Natalie to reach out to Mays to book an appointment. She will let the rest of the board know when he will be at the library, so if any board members are available and want to attend and talk to Mays, may do so.

The school budget vote was discussed. Natalie will be putting together a budget of what kind of an increase is needed, and where it will go. Carrie to put together a patron survey gauging the community's wants and needs of the future of the library. Discussion on updating the 5-year plan took place, Natalie to send out electronic copy, board to review and possibly update. Anne Poleto mentioned that Pat Poleto is happy to go over Tax Cap issues with Maureen and Fred come budget time.

Discussion of having Senator Joe Bruno come to do a book signing and author talk was discussed. Anne P, Natalie, and Jude will work with the Friends to sponsor a wine and book signing event in the next month or two.

Board decided to skip an August meeting. Next Board meeting is Tuesday, September 19<sup>th</sup> @ 6pm

Next town board meeting August 10<sup>th</sup> and Dan Casale will attend.

Adjourned 7:15pm (Maureen Cox –Anne Poleto)