

Brunswick Community Library

Monthly Meeting of the Board of Trustees

April 18<sup>th</sup>, 2017

Present: Fred Wobrock, Anne Clemente, Carrie Painter Shaw, Maureen Cox, Marthe Ann Gabey, Anne Poleto, Tom Mahoney, and Natalie Hurteau (phone conference)

Excused: Shirley Madsen, Amy Kiley, Dan Casale and Jude White

Meeting called to order at 6 pm by Fred Wobrock.

February minutes reviewed and approved as written. (Anne Poleto-Carrie Painter)

Maureen gave the treasurers report. Investments and accounts balances, as well as Quickbooks reports reviewed. Copy presented for file. Library has received first quarterly check from the Town. Mentioned that there were two payments for the mortgage in March, which explains why numbers were high. Finance committee reviewed accounts prior to our board meeting. All balances checked. (Anne Poleto-Marthe Ann Gabey)

Directors report given by Natalie Hurteau. Correction to her report, Natalie will resubmit accurate numbers for wifi usage. Reported high numbers in e-book circulation; Submitted McCarthy Charities grant on 4/10; Egg Hunt was major success—thanks to all volunteers. Different marketing techniques to be used: Story Time will be called Tots Discovery Class; patrons will now be referred to as “Community Members,” circulation to “Customer Services”. (Maureen Cox-Carrie Painter)

The brickwork on the electronic sign was completed on 4/18. Tom Mahoney made a motion to move the money in the library account to pay the remaining balance, seconded by Ann Clemente, passed.

Discussion on simple IRA from Maureen Cox and Natalie Hurteau. Natalie and Maureen phone conferenced with Michael Sears, to go over annual fee's and investments. Michael Sears agreed to waive the \$50 annual fee for all four employees for 2017. Michael Sears sent out emails alerting employees that they could now invest their money into different stocks if they so choose. Maureen and Natalie addressed some other fees and issues that staff had and suggested that the library look elsewhere, possibly more local, to have the IRA. Maureen to do more research and to discuss later in the year.

McCarthy Charities grant was submitted on 4/10.

Grounds Committee: Kyle came and mowed, mulched and weeded. Natalie will reach out to Kyle and ask if he can put together a plan and quote for plants around the new sign. Would like to have it in before Garden Day.

Friends: Garden Day raffles will be put inside the library prior to garden day. Summer Concert lineup is out, need to sign up and volunteer for the 50/50

Natalie proposed that the library start issuing fine free library cards for kids starting during Summer Reading Program 2017. Maureen Cox seconded, passed.

Policy committee: Updated the Facility Use policy, was approved by Tom and seconded by Anne Poletto, passed. Committee will meet soon to discuss the Employee Compensation and benefit policy and create the policy for the new fine free cards for kids.

UHLS: Fred did not attend but reported from Tim Burke that we received the \$4 million back into our budget. Natalie reported from Tim Burke that the construction grants were approved by DLD and are just awaiting money to be reimbursed.

Natalie would like to go “wireless” with the library public computers and purchase laptops to replace the public desktop computers. There is a grant through Best Buy, opening May 1<sup>st</sup>. Natalie will apply for grant and work with Mary Fellows to see if there other opportunities to get grant money.

Natalie issued the Nataional Grid account number to Dan Casale; who is looking into rebates and grants

Free Little Libraries: Discussion continues on whether or not the Free Little Libraries should be relocated to receive optimum use. Tom to look into signage for the Free Little Libraries, Natalie to follow up. Trustees charged with scouting out other potential locations. Carrie suggested a Facebook post asking for community engagement on where they would prefer to have the free little libraries.

Payroll Provider Discussion: Maureen, Natalie and Fred have been researching different payroll providers because the situation with Quickbooks has not improved. Maureen emailed two quotes from GTM and ADP. Asked trustees to bring additional quotes from other companies if they had any suggestions, but asked the board to make a final decision by 4/21.

The Library board received a letter of resignation from trustee, Shirley Madsen. The board accepts Shirley’s resignation and thanks her for all her support and hard work during her term, and wishes her well.

Next board meeting May 16 at 6 pm.

Next town board meeting May 11<sup>th</sup> with Carrie.

Adjourned at 7:12 pm. (Maureen Cox-Anne Poletto)