

Brunswick Community Library  
Monthly Meeting Board of Trustees

January 18, 2017

Present: Fred Wobrock, Tom Mahoney, Natalie Schipano, Ann Clemente, Ann Poletto, Marthe Ann Gabey, Dan Casale,

Excused: Carrie Painter Shaw, Jude White, Shirley Madsen, Maureen Cox, Amy Kiley

Guests: Marie Stasiak

The meeting was called to order by the board president at 6:15 pm.

The minutes from the previous month's meeting were reviewed and approved. (Ann C,-Marth Ann)

**President's Report:** Fred welcomed new Trustees and gave a final farewell to Marie Stasiak.

**Treasurer's Report:**

Fred presented the report for December. Reviewed Profit and Loss statements, Balance sheet. The Finance committee did not meet before the board meeting due to weather. Fred reported that the annual appeal is within \$100 of last year, and donations are still trickling in. (Tom-Ann P)

**Director's Report:**

Natalie presented her report for December. Numbers in circulation continue to decrease here and there since the holidays, but it is to be expected. Natalie reported that program attendance overall has increased except in the T/ween area. This is due to kids aging out and the focus of the programs will be towards the younger school aged kids, or will not have age restrictions. Natalie noted that the first Paint and Sip with Sara will be starting in January, there are additional programs for adults including adult coloring, and chair yoga. Natalie reported that she finished her evaluations for the staff; no surprises it was a great year. Natalie mentioned that she will be working on changing some policies in the new year including, the patron code of conduct, the electronic street sign and employee benefits. Natalie mentioned that the Central Library has purchased Flipster, Ancestry.com and Mango for all libraries. Due to these new purchases, collection development will be geared to phasing on print magazines and some newspapers, increased purchasing in e-collection and print nonfiction and dvd's.

(Confidential Discussion took place regarding safety in the library) Natalie informed the board that a dangerous incident took place at the Troy Library. Due to this event, she informed the board that she will be proactive and making changes in policies to keep the library and its staff a safe place. One of these changes includes reaching out to the Rensselaer County Troopers to do routine patrols of the library. She informed the board that the library staff will be creating incident reports, should anything need to be documented and will be banning patrons, in severe cases. She also reached out to Pat Poletto at the Town and requested that staff attend Sexual Harassment and Work Place Violence Seminars. These will be mandatory for staff. The board will be kept abreast of all changes in policies ASAP.

(Ann C-Dan C)

**Old Business:**

Discussion of the electronic sign. Natalie and Tom spoke to Sandy, the hope is that the sign will be installed the week of 1/23/17, pending weather. Natalie has given access to Sara to work the sign while she is away. Discussion on "revealing" the sign at Garden Day took place. Discussion on whether or not the public can request to put messages on the sign for a suggested donation fee was discussed. Natalie mentioned this would have to be part of the new policy, should the board agree to allow public requests.

Discussion on the Long Range Plan took place; mostly to fill in new trustees. Natalie/Staff will be putting together a binder for new trustees that will include the Long Range plans, and all policies and procedures of the library.

McCarthy Family Trust. Natalie is waiting for the application to arrive in the mail. If it doesn't arrive by the time she returns, she will follow up with Bob McCarthy.

### **Committee reports:**

#### **Building and Grounds:**

Natalie gave an update on the sign. Discussion on whether or not it was time to redo the parking lot lines and to have it sealed took place. Consensus was that it could wait another year or two. Natalie will reach out to Kyle to move the cement bumpers.

Tom inquired about CO2 detectors, and where the alarms and other detectors were tied to (Police, Fire department, etc) Tom and Natalie will investigate.

Tom suggested that we talk to Jeff from Geene's Plumbing to get automatic shut off valves on the water heaters.

#### **Grounds:**

Reach out to Kyle about extra salt and moving bumpers

#### **Friends:**

Book sale dates for the year were given to Natalie and put on the library calendar. The next sale is 1/28/17

Garden Day is June 3<sup>rd</sup>. Looking for bakers and volunteers!

Discussion of a 2018 Gala is in the works; 30<sup>th</sup> anniversary of the library.

### **New Business:**

June 14<sup>th</sup> is the annual UHLS Trustee meeting at the Albany Country Club this year, in Voorheesville, NY. All are encouraged to attend

Money in the budget to be put toward marketing was discussed. The library was approached by the Brunswick Softball league again this year to put an ad in their newsletter. To encourage and promote collaboration between the library and other community organizations, the board voted to buy half a page in their brochure. (Ann C-Ann P)

Reminder that 2/27 @ 5:30 UHLS Director Tim Burke, and head of Youth Services, Mary Fellows will be coming to the library to do Core-Trustee Training with all new Trustees.

Next Board meeting 2/21

Next Town Meeting Amy Kiley 2/9

Adjournment 7:41pm

(Ann P-Ann C)