

Brunswick Community Library

October 16, 2018

Board Meeting Minutes

Attendees: Natalie Hurteau, Fred Wobrock, Tom Mahoney, Marthe Ann Gabey, Laurel Colasurdo, Maureen Cox, Ann Clemente, Carrie Painter, Dan Casale, and Anne Poletto

Excused: Kevin Mainello, Amy Kiley

6:04 pm: Call to Order: Fred Wobrock

Approval of September 2018 Minutes: Laurel Colasurdo moved to accept the minutes as circulated. Seconded by Marthe Gabey; All in favor

Approval Treasurer's Report September 2018 – Maureen Cox noted that monies transferred from savings to operation would be transferred back; the Finance Committee met before the Board meeting and submitted the report for approval. Seconded by Tom Mahoney; All in favor

Approval Director's Report September 2018 – Natalie Hurteau noted that Arlene and Karen are covering Danielle hours, so the position will not need to be filled immediately. When Karen leaves in April, staffing will be revisited; Angela from Grafton would be willing to work here;

Other items highlighted were:

- Circulation down, but up from prior year
- Tots, Rubber Ducky, Apple Cider social, Kindergarten signup all successful
- Still doing ROUSE outreach
- Upcoming events: Trunk-or-Treat, EFT Tapping programs, Downsizing session
- Staff Development day being rescheduled to November
- Passport requests fairly regular; get \$35 for new
- When quotes for door replacement and insulation come in, the Board will vote electronically
- Starting on Annual Appeal
- Friends bought a Keurig for the library
- Fall Fest went well; could use more volunteers; knitting group donated their sales of \$297
- Farmers' Market will move to Saturdays from 3 to 6
- Town contribution to operating budget is increased by \$8000; RensCo legislature gave \$1000

Maureen Cox moved to accept the report; seconded by Tom Mahoney; All in favor

Old Business

Long Range Planning Committee: Tim Burke will be giving some dates to Ann Clemente for when he can come to assist with developing goals. The goals will be used for a 3-year plan. Then, the Board will finalize and approve the plan.

Trustee Nominating Committee: Ann Clemente reported that the committee will be meeting the second candidate and both will be presented to the Board in November. Laurel Colasurdo will accept the Vice President position.

Committee Reports

Building Committee Reports: At the Fall Fest, Pozz Contracting submitted a quote for snow plowing. Gavin has been doing a good job, but hasn't provided a current contract. Carrie Painter is happy with Pozz at the ARC. Natalie Hurteau will contact Gavin to see if they want to do both snow and lawn or if they would rather not do snow.

Construction Grant: All the libraries accepted their grants, so there won't be any extra money distributed.

Friends: The \$800 quarterly payments to the Library will continue. Looking for new fundraising ideas. The basket raffles are not that successful. Natalie Hurteau discussed having a tree where people could pay \$1 to \$5 to decorate with an ornament. The Poestenkill library has people donate for specific decorations that are noted by placards. Dorothy Murray and a couple of others plan to visit to see if it would be viable. Judy Brown will be doing the Trunk or Treat. Hope to do Garden Day next year. The next meeting is scheduled for January 12th.

Upper Hudson: Not much went on at the meeting. Core Training is about done for this year. Tim and Mary will come here next year. The new 2018 Trustee Handbook is available.

Town Meeting: Laurel Colasurdo was at the October 11th meeting. The meeting was short, but the library's funding was increased by \$8000. Natalie Hurteau has already sent a thank you.

New Business:

School Vote: have a template but have to come up with the dollar amount to request

Capital Campaign: start meeting early next year

Great Library Expedition: Quite a few people have come in. Ann Clemente has gone to 16 libraries. She said that each is a unique experience, ranging from a full tour to stamp it yourself, and it is interesting how many buildings have been repurposed.

Fall Festival: discussed in Director's report. It was a cold day but went well.

2019 Budget – Maureen and Natalie need to sit down

Saturday Hours – The statistics show that while Saturdays are busy in the morning, attendance drops off drastically in the afternoon. Crafts do well in the morning, but afternoon programs haven't been successful. Maybe other tasks can be done during quiet hours or one person could work a short shift while the other would work late, but the preference is not to have only one person working. If the library closed at 3pm, then could save on payroll costs. The Driver Safety course may not work out. It could be thought of as a seasonal change and run from November to March. However, we finally have consistent hours, which people like. The cost savings from closing early wouldn't cover the budget overage. Maureen Cox moved to table the

discussion until next month to allow for more statistics to be gathered. Laurel Colasurdo seconded. All in favor.

MOU with Grafton – BCL has been providing administrative and professional services for GCL for almost one year. A 2% increase in payment is proposed for this year. The travel expenses were more than anticipated and payroll went up to cover for Sara Hopkins having to travel. It has been a lot on Natalie. There doesn't seem to be any cost savings from consolidation. Brunswick isn't losing anything and Grafton is benefiting. Carrie Painter moved to continue the MOU for another year. Maureen Cox seconded. All in favor.

Next Meeting: November 20, 2018 @ 6:00 PM; the December meeting will be at Two Brother's again and the cost will remain the same.

Next Town Board Meeting: November 8, 2018 and Amy Kiley will be attending.

Maureen Cox moved to adjourn at 7:30 PM; Seconded by Marthe Ann Gabey; All in favor.

Submitted by Anne Poletto