



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

January 17, 2023 - 6:00pm

Attendees: Alix Duggan, Jennifer Gordon, Therese Goyette, Sara Hopkins, Grace Kosinski, Jen Mainello, Kevin Mainello, Matt Perfetti, Jennifer Shatz, Andrea Wedler, Fred Wobrock (current board); *Maureen Cox, Marthe Ann Gabey, Anne Poletto (outgoing executive committee)*

Excused: Kelley Triscari

Call to order 6:18 PM

Approval of November 2022 minutes

Approval of November 2022 minutes. Motion to accept by Grace Kosinski; seconded by Jen Mainello. All in favor; motion carried.

Treasurer's Report

Treasurer's Report: Presented by Maureen Cox (outgoing treasurer). The library is in a positive financial position, operating within budget and has made money during the past year. We have a final budget that includes payroll changes. Overall, \$46,000 was made last year; of this, \$42,000 was raised through the annual appeal. May mailing raised \$7671; November mailing raised \$14,567. The library experienced no unexpected expenses. Thanks expressed to the members of the fundraising/annual appeal committee. The Finance Committee has already approved the December 2022 Treasurer's Report. Motion to approve the Treasurer's Report by Alix Duggan; seconded by Jennifer Shatz. All in favor; motion carried.

Update on 2023 Budget Discussion: Alix Duggan called for updates related to appeal to the Town of Brunswick for additional money. Meeting with Town Supervisor Phil Herrington received a positive response, raising awareness of the financial needs of the library, but additional town funds for the library are unavailable at this time. The board will continue conversations with the town, and will cultivate relationships with local businesses for donations. Jen Mainello asked for an update on petitioning other school districts (Averill Park; Troy) for funding. Sara Hopkins noted that no other library has managed to do this and raised issues of resident complaints in neighboring districts (Poestenkill) about being taxed for multiple libraries.

Director's Report

Director's Report: The full report was distributed via email. The figures are slightly lower than a normal month, but library use in December is typically lower due to holidays and other factors. December programs included snowflake suncatchers and holiday cards. Upcoming programs for January and February include: Workshop with writer Coleen Paratore, funded by a Poets & Writers Grant from the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature (January 21); a kids' clothing swap (January 22

and 23); and an adult clothing swap (February). Remaining items from the clothing swaps will be placed in the St. Pauly donation bin in the library parking lot. The library receives a stipend quarterly for the items donated (calculated by weight). Figures provided by St. Pauley: library received a stipend of \$1132 for the 28,323 items donated last year. Jennifer Shatz suggested that we advertise the donation bin on social media; however, Sara Hopkins noted that it is not needed, as the bin is often over capacity. The library will be the recipient of donations from Red Sticker Bouquets at the Brunswick Hannaford and the Community Bag program from the Lansingburgh Hannaford for the month of January.

Committee Reports

Alix Duggan asked for a change in procedure for committee reports, requesting that the committee chair first provide a summary of the committee's function and list of members, prior to providing the monthly report.

Annual Appeal/Fundraising: Kelley Triscari was the chair of the Annual Appeal/Fundraising Committee, but recently resigned due to other commitments. Jen Mainello will assume the role of chair. Continuing committee members are: Jen Mainello, Grace Kosinski. The committee is responsible for conducting the annual appeal mailing and asking for contributions. The fall appeal is sent to all cardholders; the spring appeal is sent to the previous donor of any amount. Additionally, a list of local businesses also received the appeal letter this year. The committee is also responsible for events, usually spearheaded by Grace Kosinski and Jen Mainello. They contact businesses for participation in events and organize small fundraisers, e.g. Recovery Room.

The December fundraiser at Recovery Sports Grill raised \$164 (15% of the check value for participating diners). Jen Mainello and Grace Kosinski would like to organize another fundraiser, perhaps with Junior's Bar and Grill.

Kevin Mainello asked for figures related to response to appeal from local businesses; the library received a \$500 donation. Marthe Ann Gabey asked about a date for 2023 Garden Day. Traditionally, it is the first Saturday in June. Alix Duggan will place discussion of planning of Garden Day on the agenda for next month. Anne Poleto noted that someone will need to take over the 50/50 raffle.

Maureen Cox asked for an update on the library's holiday giving tree. Sara Hopkins noted that donations were lower than 2022, but the library still received a number of donations, including office supplies, craft supplies, and books.

Jen Mainello asked if the library has an Amazon wishlist; the library does not. Jen Mainello and Grace Kosinski suggested that one be created.

Maureen Cox suggested the Fundraising Committee as a new name for the Annual Appeal Committee, as the committee's role has expanded beyond just the annual appeal.

Buildings & Grounds: Alix Duggan was chair of Buildings & Grounds Committee, but cannot act as chair due to new role as Board President. New chair is needed. Continuing committee members are: Kevin Mainello and Matt Perfetti. Buildings & Grounds Committee takes care of the physical property (library building, grounds), conducting in-house maintenance or hiring out for work as needed. The committee also works on the annual construction grant from Upper Hudson Library System.

Kevin Mainello has fixed the piece of siding damage. Alix Duggan thanked Kevin for fixing the siding so quickly. Kevin noted that the siding is at its life expectancy, so we should consider further action. He suggested that the siding color be changed to brown or earth tone. Marthe Anne Gabey suggested a brick red (i.e., schoolhouse reference). Sara Hopkins will ask Tim at Upper Hudson if siding replacement is a covered expense or whether it is considered cosmetic (paint is not a covered expense). Maureen Cox asked if we can make an environmental argument in support of the need for new siding. Alix suggested we may be able to insulate underneath when siding is replaced, although this would raise the cost. The roof is new and in good shape.

Alix Duggan informed the board of recent damage to the greenhouse (pieces blew off during heavy winds). Alix suggested that we consider a tarp for the winter. She noted that Tom Mahoney (previous board member) had talked about putting together a maintenance binder; Alix suggested that this binder be put together this year. Sara Hopkins suggested the binder could be compiled digitally.

The memorial bench for Tom Mahoney was ordered and delivered to the library. Jen Mainello asked about pavers and fundraising; Alix Duggan says this will be discussed on the agenda as old business.

Human Resources: Jennifer Shatz is the committee chair. Current committee members: Matt Perfetti. Outgoing committee members are Kelley Triscari and Anne Poleto. The committee needs one or two more people. The Human Resources Committee reviews and promulgates policies internally and externally for the library. The committee is responsible for maintaining the operating documents; conducting the evaluation of the Director; and reviewing by-laws. By-laws are reviewed as needed, when issues arise that need to be addressed or if current policies do not reflect the practices of the library. No report this month.

Nominating: The committee chair was Dan Casale (outgoing board member). Kevin Mainello will become chair of the committee. Committee members needed. The committee recruits replacement board members. First act for 2023 will be the replacement of Kelley Triscari for the remainder of her term. The committee extends a welcome to Therese Goyette and Fred Wobrock as new board members.

Technology: Alix Duggan was chair of Technology Committee, but cannot act as chair due to new role as Board President. Outgoing committee: Anne Poleto. Continuing committee members: Jen Mainello, Grace Kosinski, Matt Perfetti. Alix Duggan suggests Matt Perfetti for committee chair, with verbal agreement given. The technology committee is a new committee,

formed last year to address some of the digitization of documents found in the library. Marthe Ann Gabey has sorted the documents and identified those that need to be posted. Other tasks of the committee include: initiation of Google Drive collaborative sharing of documents, creating email addresses for all board members of the library, replacement schedules for laptops, and upgrading hardware and memory on machines. Alix Duggan noted that we did an overview of Google docs in November, but will schedule an in-depth discussion for new board members. Technical support is provided by the Upper Hudson Library System.

Old Business:

Scheduling Google doc demo: Alix Duggan suggested that we schedule the demo for February at the end of the board meeting. Therese Goyette will be absent for the February meeting; members who miss the meeting will receive this training separately. Board members should bring devices to the February meeting. Brunswick Library email addresses are needed for new board members Therese Goyette and Fred Wobrock.

Free Little Libraries: There are no updates. Sara Hopkins has received no response from the Boy Scouts. The Little Free Libraries originated as an Eagle Scout project. Question raised as to whether the little free libraries should be left to sunset. Matt Perfetti noted that, if so, we would have to collect them and dispose of them. Maureen Cox asked whether the problems with the boxes are structural or aesthetic. Matt Perfetti noted that the boxes are structurally sound, but the deterioration is notable in the ornate casing of the box. Maureen suggested that the Buildings & Grounds Committee look at the boxes to see if the shell can be saved, as the boxes are good for the community and a good place for out of circulation library books to go. Marthe Ann Gabey suggested that we remove the ornate facade. Sara Hopkins noted that Little Free Libraries with glass door displays tend to do better because people can see the contents. Brunswick's boxes are very ornate, and sometimes people do not realize what they are.

The library currently has three Little Free Libraries: 1) at Tamarac (outside of the cafeteria); 2) Capital Agway (near the door, but sometimes removed if floor space is needed); 3) Engel's Acres. Sara Hopkins noted that it has been a struggle to get someone to check and maintain them. Grace Kosinski volunteered to do so once/month. She will remove and dispose of musty or poor condition books. Andrea Wedler asked if we could remove the front and add plexiglas. Matt Perfetti noted we'd need to redo them because although structurally solid, we need to address water damage. Grace Kosinski asked whether decoration/beautification of the boxes could be a children's project. Sara Hopkins noted this was unlikely as the boxes are too heavy to move and moving them to the library creates risk of injury. Maureen Cox suggested that we give the Little Free Libraries another chance.

Memorial Bench - Board Donation, Donation from County: Alix Duggan requested that Marthe Ann Gabey (outgoing board president) discuss this. We have upwards of \$800 to put towards the memorial for Tom Mahoney. The cast iron bench was \$190; it will be assembled and can be dedicated with a plaque in the springtime. Placement of the bench is to be determined.

Renewal of discussion about pad or pavers to be placed underneath, particularly if pavers could be sold to raise funds. Alix Duggan suggested that this could be a Buildings & Grounds project, working in conjunction with the Fundraising Committee. Committees should meet and come back to the board with a decision. Fred Wobrock has previous experience chairing the sale of bricks at Our Lady of Victory, engraved through Cahrenger Memorial; he noted it was an effective program and has figures for reference (cost of the bricks versus sale price). Kevin Mainello asks if they sold the bricks for a one-time fee or annual fee; Fred says it was a one-time fee. Alix Duggan suggested that Fred be on the committee for this project. The goal is to have the bench installed during the spring. Jen Mainello suggested a dedication/ribbon cutting as part of Garden Day. Maureen Cox noted that we need a pad for the bench, with pavers as a separate issue. Library may have some blank pavers. Blank pavers can be installed, removed for engraving, and reinstalled as they are sold.

New Business:

Annual Forms: Conflict of Interest. Committee Sign Up. Town Council Meeting Sign Up: Conflict of interest forms circulated to board members. The Library Director attends Town Council meetings. Board members take turns attending; volunteer list circulated. Board members typically serve on two committees. Alix Duggan asks for verbal sign-up for committees.

Fundraising: Jen Mainello (co-chair), Grace Kosinski (co-chair), Therese Goyette, Jennifer Gordon

Buildings & Grounds: Kevin Mainello (chair), Matt Perfetti, Jen Mainello

Human Resources: Jennifer Shatz (chair), Matt Perfetti, Jennifer Gordon, Therese Goyette

Finance: Andrea Wedler (Treasurer/chair), Jennifer Shatz (Vice-president)

Nominating: Kevin Mainello (chair), Fred Wobrock, Matt Perfetti

Technology: Matt Perfetti (chair), Jen Mainello, Grace Kosinski

Little Free Libraries (new ad hoc committee): Kevin Mainello (chair), Grace Kosinski, Matt Perfetti

Alix Duggan will type out the committee membership lists and circulate to the board. Chairs report monthly about active work.

Garden Committee: Another potential ad hoc committee - Garden committee - was suggested by Alix Duggan; this committee could help with planting in the spring, maintenance of the library garden, and Garden Day plantings. Maureen Cox suggested organizing a couple of workdays for volunteers to help with the library garden. Anne Poleto noted that many of the former friends group are gardeners; friends of the library no longer operate as a distinct non-profit group, but many are still active volunteers for the library.

Social Media: Grace Kosinski inquired whether the library has an Instagram account. Sara Hopkins confirmed that it does have Instagram and Twitter, but stated that Facebook is more heavily used by patrons/community members in our area. Instagram was not reaching local target audience, requiring labor to maintain, but not generating return on investment. Grace Kosinski suggested a social media committee. Jen Mainello stated that Facebook may not be reaching younger audiences. Jennifer Shatz suggested Instagram and Facebook accounts be linked; Grace offered to link the accounts for Sara. Alix Duggan noted that others could be assigned authority to post.

Schedule UHLS Trustee Training Session: Tentative date for in person meeting - March. Sara Hopkins will ask Tim at Upper Hudson about availability. This training is now an annual requirement (rather than previous requirement once per three year term), as per New York State law. Matt Perfetti asked if we should change the by-laws to reflect this change. Jennifer Shatz will look at the document. Sara Hopkins noted that a log must be kept of the date of training for each board member. Kevin inquired about the term of the vacant board position; the replacement for Kelly Triscari (term: 2020 - 2023) will need to serve the rest of 2023.

Thanks expressed to outgoing executive committee: Maureen Cox, Anne Poletto, and Marthe Anne Gabey.

Next Town Council meeting: February 9, 2023 at 7pm
Grace attending

Next Board of Trustees meeting: February 21, 2023 at 6 pm
Meeting adjourned at 7:29 PM as moved by Jen Mainello; seconded by Therese Goyette; all in favor; motion carried.

Respectfully submitted,

Jennifer Gordon