



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

April 18, 2023 - 6:00pm

Attendees: Alix Duggan, Sara Hopkins, Kevin Mainello, Matt Perfetti, Jennifer Shatz, Andrea Wedler, Fred Wobrock, Jennifer Gordon, Therese Goyette, Grace Kosinski, Jen Mainello

Excused: N/A

Call to order 6:05 PM

Approval of March 2023 minutes

Motion to approve the March 2023 minutes by Alix Duggan; seconded by Jennifer Shatz. All in favor; motion carried unanimously.

Treasurer's Report

The full report was distributed by email. Presented by Andrea Wedler. Nothing out of the ordinary to report. The library received a check from the town (\$43,000), as well as a check from the successful fundraiser at the Brunswick Elks (\$1700). Matt Perfetti suggests sending a handwritten thank you note to the Elks. The Finance Committee has already approved the March 2023 Treasurer's Report. Motion to approve the Treasurer's Report by the Finance Committee; seconded by Matt Perfetti. All in favor; motion carried unanimously.

Director's Report

The full report was distributed via email. Programs of note include the Hidden Eggs program, with 269 visitors and 1200 eggs distributed. Two community seed planting events were also successful. Upcoming events include: Adult Clothing Swap (May 22-23) and Kids Clothing Swap (July 10-11). Volunteers are needed for set-up and clean-up. Sara Hopkins and staff propose to improve the Library of Things with the remainder of the Stewart's grant by purchasing lawn games and binoculars. Patrons may check out these items and they can also be used at library events (like Garden Day). Two snowshoes went missing from the Library of Things over the winter; the snowshoes did not get much use. Sara Hopkins distributed summer reading sign-up sheets for the board to review; these sign-up sheets also contain survey questions and will be used to fulfill our annual requirement of surveying the community. Sara suggested this format because it generates a higher response rate than email. Jen Mainello suggested that we also post the sign-up sheet (using Google Forms) on Facebook to capture the digital audience. Sara has started to post on Instagram, but posts are not receiving many views; Facebook better captures the library's local audience.

Committee Reports

Annual Appeal/Fundraising:

Annual Appeal Schedule/Seasonal Possibilities: Discussion centered around whether there will be a spring appeal because of the simultaneous consideration of the brick sale fundraiser. This conversation is tabled until discussion of brick fundraiser.

June 3rd Garden Day Planning Update: Jen Mainello is working on securing the BBQ vendor for a fundraiser on the Wednesday after Garden Day (Ironworks, June 7). Pricing may be guaranteed because we are nonprofit and repeat customers. Vegetarian chili has been added to the offerings for sale at the fundraiser. Everything needs to be pre-ordered. Jen Mainello requests each board member sell 10 meals. We do not yet know the minimum.

Regarding placement of the vendor in the parking lot, Sara Hopkins noted that handicapped access needs to be preserved or other spots clearly marked off as temporary handicapped access spots. As the vendor does not need a power outlet, it was suggested that they be placed roadside. The event has the potential to be publicized at Garden Day, and Jen Mainello will inquire how much lead time the vendor needs (i.e., whether we are able to sell tickets at Garden Day).

Sara needs more volunteers at Garden Day: set-up/clean-up, selling at the book sale and garden sale. The bake sale is staffed, but donations of baked goods are needed (items without frosting survive better in the summer heat). Sara has supplies for seed bombs, and needs teen volunteers to staff the table.

Sara Hopkins will reach out regarding mulch. Alix Duggan has secured a food truck for Garden Day - Moose on the Loose (pub food). Confirmed for booths are: Sheriff's Office (fingerprinting); 4-H. Maybes: Moody Farms; Berkshire. Jen Mainello will speak to local Mr. Ding-a-Ling driver to see if he will show up for the event. Therese Goyette suggested other vendors (e.g., snow cones), but these may be too expensive. Jennifer Shatz suggested speaking to local businesses, such as Engle's and Duncan's; Kevin Mainello advised he can contact the latter. Laughing Earth will provide unsold seedlings (from their seed sale) to the library for Garden Day sale. Sara Hopkins advised that some regular volunteers will be unavailable this year to help with the garden portion of the event. Jen Mainello advised that ideally the plans should be set one month in advance. By the May meeting, the schedule should be set for when Garden Day items will be delivered. Jen Mainello will send out a sign-up sheet for volunteers.

Buildings & Grounds:

Possible Residing, Garden and Greenhouse Update: Kevin is working on a template for building maintenance, and may have a draft at the next meeting. He will also bring siding samples to the next meeting. Sara Hopkins will inquire with UHLS about whether installation of insulation during siding qualifies for construction grant (grants do not cover cosmetic work).

Rationale for the insulation is environmental/energy savings, with the potential reduction of operating costs long-term.

Shelves have been ordered out of the greenhouse budget. Seedlings from the community planting days will go into the greenhouse. All of the missing panels have been located, retrieved from the woods, and reassembled. The committee needs to plan how to stabilize the greenhouse for next winter.

Human Resources:

Follow-up to Sexual Harassment Policy Inclusion: Jennifer Shatz says that there is no need for follow-up discussion. The vote was approved. The document is internal (and does not need to be posted to the website). It should be saved in Google Drive and posted in the staff room. Sara Hopkins will format the document before posting so that the wording reflects BCL.

Nominating:

New Candidates Needed for 2023 and 2024: 1 new board member needed now and 2 needed in January 2024. Kevin Mainello advised that the potential candidates are not committing at this time. Ideally, we need to develop a portfolio of candidates to draw from.

Technology:

Google Workshop to follow board meeting; no further updates.

Old Business:

Free Little Libraries Closeout: Books have been removed; Kevin Mainello will complete removal of the remaining libraries.

Memorial Bench/Engraved Paver Update:

Name of the Project: *Honor Garden.* Sara Hopkins and Fred Wobrock worked on the name; the board approves.

Location of the Bench and Pavers: Needs to be determined, but generally speaking it should be in the back and visible from the parking lot. It was suggested that the bench be placed to the side of the community garden and extend the path from there. Sara Hopkins noted it is important that the bench be accessible to people with strollers, walkers, or wheelchairs. Blanks can be installed and replaced with engraved ones. We have old pavers we can use for Tom's bench if they visually coordinate and the height matches. Sara Hopkins is waiting to hear from the company about materials - but ideally some samples would be done by Garden Day.

Promotional Methods/Appeal Letter: Draft looks good.

Other Considerations: The goal is to have the bench installed by Garden Day. Spring appeal should be focused on the bricks. When we have information on the materials set, we can send

out the appeal. Tom's bench/surrounding area needed by Garden Day, even if it's just the pavers on grass with the bench. Therese Goyette inquired as to whether there is a plaque; not yet, but there should be. Walsh's in Cohoes is a potential source for the plaque. It should read: "In Memory of Tom Mahoney" "Thank you for your service to the library" and list the dates he was a trustee. Discussion on how to use the funds from the bricks was tabled.

New Business:

Elks Dinner Donation: Elks dinner raised \$1700. The library will continue to explore other local partnerships.

Annual Report: Annual Report formatted online.

Next Town Council meeting: May 11, 2023 at 7:00 pm - Andrea Wedler attending

Next Board of Trustees meeting: May 16, 2023 at 6:00 pm

Meeting adjourned at 7:15 PM as moved by Andrea Wedler; seconded by Therese Goyette; all in favor; motion carried unanimously.

Respectfully submitted,

Jennifer Gordon