



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

February 21, 2023 - 6:00pm

Attendees: Alix Duggan, Sara Hopkins, Kevin Mainello, Matt Perfetti, Jennifer Shatz, Andrea Wedler, Fred Wobrock

Excused: Jennifer Gordon, Therese Goyette, Grace Kosinksi, Jen Mainello

Call to order 6:07 PM

Approval of January 2023 minutes

Motion to approve the January 2023 minutes by Andrea Wedler; seconded by Kevin Mainello. All in favor; motion carried unanimously.

Treasurer's Report

The full report was distributed by email. Presented by Andrea Wedler. The library is in a positive financial position. Significant revenues from passport applications. No extraordinary expenses. The Finance Committee has already approved the February 2023 Treasurer's Report. Motion to approve the Treasurer's Report by the Finance Committee; seconded by Kevin Mainello. All in favor; motion carried unanimously.

Director's Report

The full report was distributed via email. Programs of note include the Raptor program, with 84 people in attendance. The Valentines Day book sale earned \$317.00. The recent free adult clothing swap was very successful. At least 60 people attended, up approximately 20 from the last clothing swap, and many people were new to the library. Sara received numerous requests to make this swap a seasonal event, which would require more volunteers. Some of the attendees included grandparents who received emergency custody of their grandchild and a family who lost their house to a fire. Left-over clothes deposited in the St. Paulie's bin. Last year, the library donated 28,000 pounds of clothing through the St. Paulie's bin, and received a \$1000 stipend.

The library will be the recipient of all profits from the Brunswick Elk's Club Monday night charity dinner on March 13, 2023. Sara has requested volunteers at the event from 5:00pm-8:00pm.

Sara received a letter Assemblyman Scott Bendett sent to Assembly leadership requesting \$100,000 in funding for the Brunswick Community Library. Sara asked that board members send a thank you letter to Assemblymember Scott Bendett. She will circulate his letter with his office's contact information.

Committee Reports

Annual Appeal/Fundraising: Jen Mainello and Grace Kosinski excused. No report.

Buildings & Grounds:

Alix Duggan will ask the Girl Scout (Isabelle) how she would like to address the recent damage to the greenhouse (pieces blew off during heavy winds). Alix, Matt Perfetti and Kevin Mainello suggested using a tarp for the winter rather than disassembling it.

Sara indicated that the library could use a front facing library-quality bookcase to replace the blue shelving cart.

Kevin has been compiling topics for a maintenance book. He will discuss topics and frequency of maintenance with Sara. He also suggested a “spring cleaning” for the basement, which contains old furniture, etc, and is very “scattered.”

Kevin suggested we look at a different color for siding, suggested using Erie Materials in Albany. Alix will provide Kevin with a square footage number. Sara suggested asking Erie for a discount or a donation. Kevin suggested asking boy scouts or high school students to assist with the siding. Matt suggested the possibility of targeted fundraising to support this project.

Human Resources: Jenn Shatz made a motion to amend the bylaws to include a new requirement codified in the NY Education Law to require annual trustee training. The purpose of amending the bylaws is to inform future trustees and officers of their ethical and legal responsibilities. Seconded by Alix. All in favor; motion carried unanimously. Jenn Shatz asked Sara to amend the bylaws on the library’s website.

Sara indicated that the library is required to have a sexual harassment policy. The HR committee will review the request and have a policy recommendation for the next meeting.

Nominating: Alix received Kelly Triscari’s official resignation letter. The board needs one new candidate to fill the remainder of Kelly’s term which expires in December 2023. Kevin has a few candidates in mind.

Technology: Alix Duggan to suggest three possible dates to conduct an in-depth discussion of the google drive/gmail for all board members. She will contact all board members to determine which date works best.

Sara suggested that administrators create an email account for all committee chairs, instead of using the personal account of the chair, in order to ensure continuity without deleting valuable information.

Old Business:

Free Little Libraries: The free little libraries located at Engle Acres and at Tamarac Elementary School have deteriorated and need significant repairs. While Grace has volunteered to check on them periodically, Sara noted that it only takes one person to fill the case with moldy books to create even worse deterioration. Matt indicated that efforts had been made to contact the builder through the boy scouts without success. The owners of Agway appear to be invested in maintaining their free library. After lengthy discussion, the board agreed that it was not feasible to maintain the free libraries located at Engle and Tamarac. Matt moved to discontinue maintenance of the free libraries at Engle and Tamarac. Seconded by Andrea. All in favor; motion carried unanimously. Matt will contact the Engle family and Tamarac's Superintendent to discuss removal.

Memorial Bench/Brick Project: The cast iron bench is in the library basement, unassembled. It will be assembled and dedicated with a plaque to Tom Mahoney. Our goal is to have the bench in place in time for Garden Day, and to sell bricks at the event. Sara and Alix will discuss creating a poster depicting how the brick path would be assembled and laid out in time for Garden Day. Fred indicated that John Gavin was landscaper for OLV, as well as the library. Fred will contact Gavin to discuss placement and possibly cutting into ground to create a flat path for pavers.

Garden Committee, spring planting: Sara seeking volunteers.

New Business:

Library Advocacy Day - Tuesday, February 28, 2023. Alix will meet with Assemblymember Scott Bendett and State Senator Jake Ashby. Sara will not be able to attend, but will work with Alix to create a handout about the library. Will discuss the essential services the library provides to the community, including the recent free clothing swap.

Next Town Council meeting: March 9, 2023 at 7:00 pm - Kevin attending

Next Board of Trustees meeting: March 21, 2023 at 6:00 pm

Meeting adjourned at 7:26 PM as moved by Jenn Shatz; seconded by Fred; all in favor; motion carried unanimously.

Respectfully submitted,

Jennifer Shatz