



## Brunswick Community Library

### BOARD OF TRUSTEES MEETING MINUTES

May 16, 2023 - 6:00 pm

**Attendees:** Alix Duggan, Kevin Mainello, Jennifer Shatz, Andrea Wedler, Jennifer Gordon, Grace Kosinski, Jen Mainello

**Excused:** Sara Hopkins, Therese Goyette, Fred Wobrock, Matt Perfetti

Call to order 6:05 PM

#### **Approval of April 2023 minutes**

Motion to approve the April 2023 minutes by Alix Duggan; seconded by Andrea Wedler. All in favor; motion carried unanimously.

#### **Treasurer's Report**

The full report was distributed by email. Presented by Andrea Wedler. Passport income is way up. Donations are down, but fundraising is up. Taken all together, the library is ahead of the budget, and earning an extra \$250 per month from the 13-month CD. The Finance Committee has already approved the April 2023 Treasurer's Report. Motion to approve the Treasurer's Report by the Finance Committee; seconded by Grace Kosinski. All in favor; motion carried unanimously.

#### **Director's Report**

The full report was distributed via email. Sara Hopkins was excused from this meeting, but she relayed the most pressing concern is to gather enough volunteers for Garden Day. Garden Day discussion tabled until later in the meeting.

#### **Committee Reports**

##### *Buildings & Grounds:*

**Memorial Bench and Honor Garden engraved paver project status:** Report presented by Kevin Mainello. Kevin met with John Gavin (May 15). He will do pavers at his cost and will drop off samples and rough costs for installation. The price point for the pavers is \$15-20 dollar/sq foot. Kevin will see if Memory Gardens can use a brown stone. The engraved stones need to be smooth for the engraving so they should only be used for the edging, for the main thoroughfare the non engraved stones will be angular, and so will not be a trip hazard. Size options are 4 x 8" or 8 x 8." This means that the edging of the path would be 8" x 8", the 4"x8" could be placed two wide. The foundation would be 8" of crusher run, with 1" of crushed stone for grading. The pavers and edgers are two different thicknesses, and will cause the installation to be more labor intensive. John Gavin will do a minimum large area to start the project. He is going to look into stones that could be used for the walkway and will provide the edging. He will grade the slope coming off the sidewalk. Prior to Garden Day, Kevin says we can get the bench area done;

Kevin will place old stones, so the bench can be installed for the event. We need to get it staked out and samples to be able to sell on Garden Day.

**2024 construction grant for building re-siding:** Erie Materials will mail Kevin samples for building siding. We can apply for a 2024 construction grant (fall deadline), with or without addition of insulation. The grant would not cover patching, but because the siding needs to be totally replaced, it is an eligible project. Alix Duggan suggested we still consider insulation. Kevin suggested that NYSERDA could help us figure out how thick is needed to be energy efficient for the building; Kevin will call to find this out. We will need new building wrap as well. Alix Duggan has placed building files in the Buildings & Grounds folder.

**Maintenance manual:** Kevin distributed a sample of the maintenance manual in development; it is broken down by category (e.g., electric, plumbing, exterior, interior) and includes a quarterly and annual checklist. Kevin would like to add dates to the maintenance manual for purchase/replacement of major items (e.g. hot water heater), as well as the dates of completion for major projects (e.g., when painting was done (2020); when the septic tank was pumped; the last time the distribution box was inspected). The manual is the place to record this information as work is done, as well as to list our vendors for plumbing, electrical, etc. He will set up a meeting with Sara Hopkins to get this information.

#### Annual Appeal/Fundraising:

**Spring appeal letter for Honor Garden:** Grace Kosinski suggested having some copies of the annual appeal letter at the table at Garden Day; the flier and presentation need to be put together prior to Garden Day. The holiday appeal will be the general appeal; the spring appeal will focus on the Honor Garden. The committee will ask Fred if he has access to the letter draft used by the church. Grace Kosinski volunteered to make the signage for Garden Day. Kevin will ask if John can give some samples to display.

**June 7th BBQ fundraiser:** We received the flier today from Ironworks. Board agrees to the price point of \$16/meal. There is concern about whether we will meet the 100 meal minimum. Each board member is requested to sell 10 meal tickets. Jen Mainello has sold 12 meals so far. The deadline for meal sales is Saturday evening (June 3); final count must then be given to Ironworks. Volunteers are needed from 3:30 - 6 pm on June 7. Therese Goyette previously communicated that she will work at the BBQ event. Jen Mainello will staff the table to sell tickets on the day of. Ironworks will be set up on the front lawn. We will have to block off some parking at the front, but it will be possible to keep one lane open. Two tables are needed: one for tickets and one for meal assembly. Any tickets sold by board members should be given to Jen Mainello by Friday, June 2. Jen Mainello distributed packets to all board members in attendance; she will leave the remainder at the library.

**June 3rd Garden Day planning update/Confirmed Vendors/Visitors, Volunteer schedule:** Mr. Ding-a-Ling has not been confirmed. Engelke farms has not been confirmed; Sara says we need a few more donors for plant and bake sales. The mulch truck is confirmed. Anything else can be discussed over email between now and then.

**Town Concert Schedule/Fundraising Opportunities:** Alix Duggan will reach out to Anne Poleto about participating again this year.

Human Resources:

No report.

Nominating:

**New Candidates Needed for 2023 and 2024:** Kevin has no candidates to bring forward. Sara Hopkins has some ideas, but has been unsure if she can offer recommendations. The Executive Committee agreed that she should make recommendations; it is not a conflict of interest since the board votes. We need 1 new member now; 3 for next year. Kevin will ask Sara Hopkins for contact info.

Technology:

**Follow-up questions after Google Workspace presentation:** Board members report no problems accessing information. Alix Duggan noted that committees can utilize Google Workspace to efficiently conduct committee business outside of board meetings by sharing and editing documents together. Google Meet can be utilized as well.

**Old Business:**

**Free Little Libraries closeout at Engel's:** Kevin tried to pick it up, but it was too heavy to get in the truck; he will get help to lift and dispose of it. Kevin can offer it on Facebook marketplace.

**Garden planting schedule/Garden Club:** The library will try to form a Garden Club for volunteers to plant and maintain flower and vegetable gardens. A club is needed to maintain the garden, as staff is unable to do that; the designation of club also boosts the library's programming. Jen Mainello asked how we will pay for supplies; Alix noted that there is a line in the budget for it.

**New Business:**

**UHLS Annual Awards Celebration on June 14th:** Brunswick Community Library has won an award (Adult Program of the Year) from Upper Hudson for the garden and greenhouse program. The awards ceremony is at Brown's Revolution Hall on June 14, 5:30 - 9 pm. Tickets are \$40/person. Sara Hopkins and Alix Duggan will accept the award. Alix Duggan noted that BCL is grateful for the volunteers who help us deliver high quality programming on a limited budget.

**Library Expedition:** Fred Wobrock wanted to note that the Upper Hudson Library Expedition is currently underway (through July 31). Any participating library will have maps and passports for the expedition.

**Executive Committee Meeting:** The Executive Committee met on May 15 to review UHLS CORE suggestions for improvement and planning for the future (i.e., standardizing policy review by board; how positions work in the future; presentation to the community, etc.). Thanks to Jennifer Shatz for her efficiency and dedication in keeping the policies up-to-date and thorough.

**Town Council Meetings:** Sara Hopkins will now announce the name of the board member attending during each Town Council meeting.

**Next Town Council meeting:** June 8, 2023 at 7:00 pm - Jennifer Shatz attending

**Next Board of Trustees meeting:** June 20, 2023 at 6:00 pm  
Meeting adjourned at 7:00 PM as moved by Alix Duggan; seconded by Jennifer Shatz; all in favor; motion carried unanimously.

Respectfully submitted,

Jennifer Gordon