



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

September 19, 2023 - 6:00 pm

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

Excused: N/A

Absent: Grace Kosinksi

Call to order 6:05 pm

Approval of July 2023 minutes

Alix Duggan verified whether documents are accessible for all on Google Drive. Alix Duggan motioned to approve; seconded by Andrea Wedler. All in favor; motion carried unanimously.

Treasurer's Report

The July & August 2023 Treasurer's Reports show nothing out of the ordinary. The final report for 50/50 money received at the Brunswick Summer Concerts: \$560 (7/11/2023); \$456 (8/22/2023); \$497 (9/5/2023). We received the budget request form from the town. Alix Duggan met with members of the town government last December and was advised that budgets are finalized in October (and our request in December of last year was too late). We've submitted the same request as last year, and we'll know next month about the status of our request. We have received the pending money from the county with the assistance of Dan Casale. Sara Hopkins will request a check next year. The Finance Committee has already approved the July 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

Our summer reading hours totaled 4,205 and we distributed 377 reading prizes. Fall Fest is scheduled for 9/23/2023. If needed (due to weather), we can put artists on the sides and back of the library; the bake sales can be held inside; and book sale bags can be sold at the desk. Two artists have canceled. The reptile show will be held inside at 3 pm. Upcoming events: Artist Sandra Monahan reception (10/6/2023); kids clothing swap (10/13-10/16/2023); mosaic craft (10/17/2023); spooky antique ghost painting (10/24/2023); chinese brush painting (11/8/2023). All our numbers are higher than they were previously. Regarding programming, the library's plan is to scale back on certain events and to rely less on volunteers. Prior to COVID, the library had many volunteers, but numbers have not recovered post-pandemic. Andrea Wedler suggested reaching out to Mrs. Whalen (in charge of National Junior Honor Society) to recruit kids who need volunteer hours. Sara Hopkins noted that other Brunswick area organizations have also had trouble recruiting volunteers. Andrea will write to Mrs. Whalen and copy Sara.

Committee Reports

Buildings & Grounds:

Honor Garden engraved paver project status: Two non-local companies have been identified and Alix Duggan approves of sourcing samples from these companies. While we would prefer to work with local companies, the non-local companies have more affordable prices. Kevin Mainello inquired about the color we'd prefer; the consensus was earth tones. Sara Hopkins suggested an appeal for the bricks in the spring. Tom's bench and paved area should be installed in October. A plaque will be ordered as soon as possible and we'll hold a reception before the weather turns colder. Fred Wobrock suggested Walsh's in Cohoes for the plaque. Jennifer Shatz has a contact there and will place the order. She requested Sara Hopkins email her with the years of Tom's service to the library.

2024 construction grant for building re-siding: Kevin will get samples from Erie Builders for siding. We need about 2,350 square feet for siding. We may also need to redo the gutters and downspouts.

Community Garden & Compost usage update: There was great use of the garden and it yielded a lot of produce. Sara Hopkins mentioned that the garden will soon need to be put to bed for the winter and she needs volunteers. Christine Relyea started winter seedlings, but most failed. Alix Duggan noted the need to better secure the greenhouse for winter.

Annual Appeal/Fundraising:

Fall Fest (September 23rd from 12-4pm): Everything is in place for the event. Jen Mainello advised that Cookie Shack would not have a booth. Therese Goyette contacted Engel's regarding donuts. She will pick them up at 10 am prior to the event. Donuts will be distributed unbagged with napkins. Set up starts at 11 am. If it rains, there will be limited library service. Sara Hopkins will post a notification that shelf access will be restricted in that case. Volunteers are needed starting at 11 am.

Halloween Event/Pumpkin Carving: We will not have an October BBQ. Grace Kosinski planned to ask about pumpkin donations, but there has been no follow-up on that request. The library will hold other small Halloween events, such as trick or treating at the library. Sara needs donations of candy (especially allergy friendly options) as well as small toys. Patrons are encouraged to swap Halloween costumes at the upcoming kids clothing swap.

Jeff Snow Concert Fundraiser on December 1st at 6:30pm: This event is confirmed. The board agreed on \$10/person based on figures from prior events; kids will be free. Virginia Anderson previously offered to source extra chairs from the Legion or the Elks. 110 is the library occupancy. We'd need 30-40 chairs total (currently we have 28). Discussion of door prizes and raffles: Jennifer Gordon has items for a kids toy basket; Therese Goyette will put together a children's book basket; Jen Mainello will make a laundry-themed basket or a movie night basket. We have a goal of 10 baskets in a variety of themes. Baskets and containers are needed, as the library does not have any. Alix Duggan suggested we publicize the baskets prior

to the concert, especially if it is donated by a local company. Baskets will be displayed in advance of the concert. Raffle tickets can be sold early, but the winner will be drawn at the concert. Consensus of a raffle ticket price of \$1/ticket. We have a raffle ticket spool. More discussion to follow at the October meeting.

Annual Appeal letter stuffing “party” in early November: The date for this meeting will be Thursday, November 2 at 6 pm.

Human Resources:

No report. Alix Duggan asked if we had any summer incidents related to the meeting rooms; we did not, but the policy updates were worthwhile nonetheless.

Nominating:

Installation of Virginia Anderson: Candidate was not present; installation tabled until October.

New candidates for 2024: We will invite candidates to an October or November meeting, with the plan to install in January. The nominating committee will conduct interviews prior to their installation on the board. At least 4 candidates are needed, but more is better in order to keep up with future changes to the board. Currently our full board is 11 members; we are operating on 10 members right now. We can go up to 15 members without amending bylaws.

Technology: No report. If our budget request is granted, we might be able to replace some older laptops. Sara Hopkins plans to remove older chromebooks from circulation and needs suggestions on where to donate or dispose of them. Jennifer Gordon will ask around the homeschooling community. Andrea Wedler suggested that the Brittonkill swap could also be an option.

Old Business

Artist Showcase Night: Sandra Monahan opening reception is October 2, 2023. Another single artist show is planned for the spring.

New Business

UHLS Annual Report: Fred Wobock noted the UHLS Annual Report has been published. BCL is highlighted for the Adult Program of the Year.

Closure of Burdett Birth Center: Alix Duggan noted that the potential closure of the Burdett Birth Center is a hot local issue and inquired whether people can meet at the library regarding this issue. The consensus was that people can gather at BCL as long as it does not disrupt library functioning.

Next Town Council meeting: October 12, 2023 at 7:00 pm - Therese Goyette attending

Next Board of Trustees meeting: October 17, 2023 at 6:00 pm

Meeting adjourned at 7:07 pm as moved by Jennifer Shatz; seconded by These Goyette. All in favor; motion carried unanimously.

Respectfully submitted,

Jennifer Gordon