



**Brunswick Community Library**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 16, 2024 - 6:00pm**

The Brunswick Community Library provides access to life-long learning, resources, engaging activities, and an inclusive community space for all.

**Call to Order: 6:03**

Attendees: Virginia Anderson, Alix Duggan, Therese Goyette, Annie Metzger, Matthew Perfetti, Jennifer Shatz, Yusuf Silk, Andrea Wedler, Fred Wobrock, Debra Zaffuts, Sara Hopkins  
Excused: Grace Kosinski

**Motion to approve March 2024 minutes** by Alix; seconded by Andrea; All in favor, motion carried unanimously

**Treasurer's Report**

The full report was distributed by email. Presented by Andrea Wedler. The current CD (with interest rate of 3.92%) is about to expire, so the Finance Committee decided to roll over the existing CD into a 6 month CD with a 4.87% interest rate and move another \$100,000 into an 18 month CD with an interest rate of 4.64%.

Motion to approve March 2024 Treasurer's Report by Finance committee; seconded by Virginia; all in favor, motion carried unanimously

**Director's Report**

The full report was distributed via email.

Sara is currently interviewing for a new Saturday clerk.

Tomorrow 2 pm herb club: Intro to Elderberries.

Rensselaer County officially recognized library week with a lovely shiny certificate but no check

**Committee Reports were presented by Alix, with only *time-sensitive updates requiring immediate action or motion.***

- **Building and Grounds:** Alix presented a quote for the purchase of a new fence for Community Garden: Modular \$976 for minimum area included, extension would add \$213 to include the greenhouse, which extension all thought best. Matt Perfetti asks if we need a permit, the consensus is that it is a temporary installation, replaces the previous temporary fence, and is well within property boundaries so we do not. Motion to purchase the Yardlink Modular Fence for \$1200 by Alix; seconded by Annie. All in favor, motion carried unanimously.
- **Fundraising Events / Annual Appeal:** Elks Charity Dinner on April 8th raised \$1100
- **Human Resources:** Pending policy update to reflect budget changes / employee compensation will not be covered at this meeting because Jenn had a conversation with Sara and decided that there is more work to be done before the board is ready to discuss.
- **Nominating:** Motion to nominate Annie Metzger for Board Secretary Position by Nominating committee; seconded by Matt Perfetti. All in favor, motion carried unanimously.
- **Technology:** All present members acknowledged that they have access to their board email and Drive documents.

**Next Brunswick Town Council meeting:** May 9, 2024 at 7pm (*Andrea Wedler attending - Andrea asked if she could make a public comment about a matter as a personal citizen while she was present at the meeting as a library representative, and Alix says yes, just state clearly that she is speaking as a private citizen.*)

**Next Library Board of Trustees meeting:** May 21, 2024 at 6 pm

**UHLS CORE Trustee Training by Tim Burke & Mary Fellows 6:15-8:25 pm**

#### **Old Business:**

- Recreating the Friends of the Library Group: Workshop on May 10th, 10am-noon at the Clifton Park Library - Alix is attending, anyone else is welcome to come, pre-registration required.
- Cleaners for library - Virginia is reaching out to Rensselaer Co and is working on it. It will hopefully be free because the county would be funding their own training program.
- Reflectors for Driveway - this is an ongoing concern - one has appeared magically. Matt suggested solar reflectors so they would light up at night. Someone should look into options.
- Honor Garden Program: The honor bricks will go along the outside edge of the walkway, with rough-textured bricks in the middle so nobody will slip. **The board all agrees that it would be great to have the first few by Garden Day and that it seems appropriate for the board members to buy the first bricks. We board members will fill out the form and get it back to Sara for next Monday 4/22 so we can place an order for the first 10 bricks.** Fred proposed that 1. Trustees have a stack of Honor Brick order forms to pass out in the community 2. The forms go in the town flier and 3. We have a stack out at Garden day. Matt proposed 4. We have a Google form on the website and people can pay via Paypal - Alix and Sara will work together to make that happen. Andrea asked about the finances of this honor brick fundraiser - it causes an overlap between hers (treasurers') responsibility and Marion's (bookkeeper's) responsibility - Fred suggested two separate accounts, one where the income goes in, and a different account where the money goes out to pay for the bricks. Matt asked, how many bricks do we need to sell to get a ROI? Each engraved brick has a minimum of 100% markup to help cover the costs of the unengraved walkway bricks and the installation of the walkway (\$16/square foot), but the exact number was not arrived at.
- Springtime Community Garden Prep/New Fence - the old fence is down and the beds were cleaned up by Christine Relyea. New fence will be purchased. The greenhouse will be converted into an arbor for peas and beans.
- Garden Day June 1, 10-2. Sign up to volunteer! Sara sent out an email with details.
- UHLS Library Equity Challenge Update will be held for May meeting.
- Google Workshop Training Sessions: March 18th and/or April 10th (6pm at BCL) were successful. Board members should let Alix know if they want more.
- Review of laptop usage stats and future purchases will be held for May meeting.

#### **New Business:**

Sara says we got our Stewart's grant!

Yusuf is thinking about outreach in the community and wonders if we could get pamphlets/information out to the Brunswick Beach, which opens in mid-June. He volunteers to go sit and chat with community members - Andrea Wedler will ask at the town board meeting if this is okay.

**Meeting adjourned at 8:50 pm** - Motion to adjourn the meeting by Andrea, seconded by Jenn, all in favor, motion carried unanimously

*Minutes compiled and respectfully submitted by Annie Metzger*