



## Brunswick Community Library

### BOARD OF TRUSTEES MEETING MINUTES

March 19, 2024 - 6:00pm

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

Attendees: Virginia Anderson, Therese Goyette, Annie Metzger, Yusuf Silk, Andrea Wedler, Fred Wobrock, Debra Zaffuts, Sara Hopkins.

Excused: Alix Duggan, Grace Kosinski, Matthew Perfetti, Jennifer Shatz

Absent: None

#### Call to Order at 6pm

#### Approval of February 2024 minutes

Motion to approve the February 2024 minutes by Virginia Anderson; seconded by Yusuf Silk. 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 Finance Committee discussed what to do with the CD, as its time is up soon. This decision will be finalized at the next meeting. The library received a check from the Town of Brunswick for part of the expected funds; the checks from the Town arrive quarterly. The Finance Committee has already approved the February 2024 Treasurer's Report. Motion to approve the Treasurer's Report by the Finance Committee; seconded by Therese Goyette. All in favor; motion carried unanimously.

#### Director's Report

The full report was distributed via email. A program of note was the drive in movie program; it was a big hit, all attendees had a wonderful time, but UHLS says that movie screenings require a screening license, which looks to be about \$300/year. Sara is learning more about this topic to see if it will be feasible to do more movie programs.

New folding chairs were procured as discussed at the last meeting. We all sat on them at this meeting. They are comfortable, despite the complaints of the knitting bee, and are much easier for library staff to move around to set up for events, as well as being more affordable.

Looking ahead to April events: Sara was able to book the Birds of Prey program for 4/2, which, if past experience is any indication, will be standing room only, so some library services will be suspended during the program. There are some eclipse glasses left, but the supply is running low! There will be a viewing event on 4/8, with glasses available. Also on 4/8, at 5:30 pm, is the fundraising dinner at the Elks

Items that did not make it into the email report:

- We got our Stewart's holiday match grant, which was \$800 which goes towards programming.
- Sara wanted to draw to the Board's attention the dramatic increase in individual books titles being challenged at public libraries nationwide. The rate has skyrocketed since the beginning of the pandemic. She says that there have not been many titles challenged at our library during her time here. We have an official policy with an "item reconsideration form" that gets filled out, followed by staff review of the book and of professional analysis of the benefits versus potential harm of that book. This analysis is shared with the complainant, weighed by the staff, and in Sara's experience, the book is deemed too valuable to remove.

Motion to approve the Director's report by Andrea Wedler; seconded by Yusuf Silk. All in favor; motion carried unanimously.

### Committee Reports:

- Building and Grounds report was presented by Sara, as the chair was not present.

The Library sign was broken in a windstorm, and was repaired! Vital Signs' quote for \$550 was approved via emails between Sara, Alix and Matt.

Fred Wobrock and Alix Duggan are meeting tomorrow to discuss the Honor Garden. Fred reports that Tom Mahoney's bench will be dedicated at Garden Day.

The greenhouse still needs repair, and the garden fence still needs to be removed and a replacement procured. The plan for the herb group to take over the garden beds is moving forward.

- Fundraising Events / Annual Appeal report was also presented by Sara as the chair was not present.

Town of Brunswick's town wide yard sale will be the first weekend of June at the Community Center. The debate is whether we can compete with them, as Garden Day has always been the first weekend in June. Sara would prefer the Garden Day to run the same hours as the library is open. She feels attendance is often low when they start early because the kids are at sports.

**All present feel that 6/1, 10 am - 2 pm would work well for Garden Day.** Discussion over having a food truck/Kona ice/Stewarts. Sara has had very mixed experiences with Stewarts. Maybe the Kona ice. Therese will email Matt with updates, and Sara will start working on booking people. Therese is concerned if there will be enough "stuff" at Garden Day, but Sara is not worried. Andrea will be in charge of the bake sale. Virginia wants Lydia to do the "blind date with a book" as like a "summer fling" and Sara says she will let Lydia know.

- Human Resources report was composed by Jennifer Shatz, read by Annie Metzger, copied below in its entirety.

At our last meeting, we discussed the UHLS equity challenge. Sara has also emailed some general information about it. She is able to accomplish many of the goals on her own but needs board assistance to formulate a "collection development policy" to complete a portion of the challenge. I think this should be our first priority. She has provided me with several templates to work from (which I can send by separate email to you all).

Next, Matt brought to my attention that our new trustees sign a form at their first meeting agreeing to adhere to the BCL conflict of interest policy, but they likely haven't seen that policy before signing this form. We should discuss how to remedy this, either by policy, change to the bylaws, or maybe just creating a checklist for the first meeting of the year.

Finally, our committee is charged with conducting the annual review of the library director. Matt and I have used a process now for several years that has worked well, but has not been reduced to a formal policy. It's something I'm working on in draft form now, so future HR members have a sense of how we've handled this in the past. I will put it in the HR drive when it's ready for your comments and edits, which can certainly include any suggestions to change it or improve upon it.

- Nominating report was presented by Sara, as she is most knowledgeable about the UHLS trainings.

Annie Metzger is auditioning to fill the board Secretary position by taking notes at this meeting. Annual Trustee Training for all Board Members will take place at the April board meeting. The business meeting will be concise, only urgent business covered, then a 2 hour trustee training. It is required that all library board members go through a training annually, so if members miss it, they will have to seek one out at UHLS on their own. A pair of employees from UHLS will be presenting the mandatory 2 hour training. Virginia will email the board with the idea of a "snack potluck" (cocktail potluck!?) to help tide us over during the long meeting.

- Technology report was presented by Sara as the committee chair was not present.

Alix will host Google Workshop Training Sessions for board members March 18th and/or April 10th (6pm at BCL). She hosted one on March 18th, which the attendees found very illuminating.

Laptop purchasing plan: when the previous laptops were purchased, we had a grant to procure them. We have 8. At the time we bought them, we had higher laptop usage. We think we can downgrade to 4 when we replace them, as many library internet users are using their own devices for surfing and printing. Fred asked if we had money in the budget to purchase all 4; Sara is not sure, without consulting the tech committee, who are not present. The replacement could be in phases. The current laptops would be donated to community members when no longer needed.

#### **Old Business:**

- Cleaners for library - Last month, Grace suggested someone, Sara contacted them and they did not get back to her. Andrea will give some contacts for Sara to try. Virginia will reach out to ARC to see if there's anyone through the supportive employment program, or someone through the CIP program looking for volunteer hours.
- Recreating the Friends of the Brunswick Library Group: We had a discussion over the pros and cons of having a Friends group. The biggest benefit would be that the board and staff would not have to spend as much time on fundraising. The biggest detriment would be that sometimes the Friends have different priorities than staff over where funding should go. Further benefits would be having a larger pool of volunteers for events. Further disadvantages would be (as in previous experience) poor communication between Friends and staff, or poor organization of Friends events reflecting poorly on the organization. The Friends group would need to have strong ties to the board.

#### **New Business: no new business**

**Next Brunswick Town Council meeting:** April 11, 2024 at 7pm (*Therese Goyette attending*)

**Next Library Board of Trustees meeting:** April 16, 2024 at 6 pm, followed by Trustee Training provided by UHLS.

Meeting adjourned at 6:45 as motioned by Andrea Wedler; seconded by Deb Zaffuts. All in favor, motion carried unanimously.

Minutes submitted by Annie Metzger.