



BOARD OF TRUSTEES MEETING MINUTES May 21, 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: 6:06 pm

Attendees: Virginia Anderson, Alix Duggan, Therese Goyette, Grace Kosinski, Annie Metzger, Jennifer Shatz, Yusuf Silk, Andrea Wedler, Debra Zaffuts, Director Sara Hopkins

Absent: Matthew Perfetti

Excused: Fred Wobrock

Motion to approve April 2024 minutes by Alix; seconded by Therese. All in favor, motion carried unanimously

Treasurer's Report - full report sent via email; presented by Andrea Wedler

- New CD opened, money has come in from the county, all looks good.
- We heard in our board training that we should have a financial review or audit. Marilyn suggested reaching out to our accountant that does our taxes, so Andrea did reach out but has not heard back yet. Alix says that worst comes to worst, we will do the review ourselves within the board.
- Motion to approve the Treasurer's report made by the Financial Committee; seconded by Deb. All in favor, motion carried unanimously

Director's Report - full report sent via email; presented by Sara Hopkins.

- Monthly Community Message should be about the Books by Mail program through UHLS, see details in Sara's email. This program is funded by a federal grant. There is a link on our main website - Services → accessible books. Libby also has a dyslexic font, text size adjustment, and the digital devices have a screen reader feature - all Libby books could be read aloud.
- Times Union reporter did not do good research in her article about the Schenectady Library joining ULHS; it is in a very early, tentative stage of exploration, only talking about what it might look like if they potentially did that, but it is very complicated and may never happen.
- Order for super square tiles has been placed! Sara is very excited.

Committee Reports presented by Alix Duggan

- Building and Grounds
 - Honor Garden update: the original brick order we placed is expected to be here before Garden Day. Fred is in charge of the noontime ceremony to unveil the bench to honor Tom Mahoney. Alix will work with Matt and Fred to make sure the bench is installed ahead of the day.
 - Community Garden update: Alix, Christine Relyea, and Annie installed the fence, removed the panels from the greenhouse, and planted peas to turn it into a trellis (the peas were eaten). The Herb Club weeded, mulched and planted the two raised beds with herbs!

- Maximum occupancy update. Since expansion in 2020, Alix has been determining the number based on the configuration of the room, but the Citizens Preparedness Corp wants to do Preparedness Workshops and only does them in spaces with Maximum Occupancy signs. Alix has done the math and made signs for each room, with several different numbers based on the different uses. She consulted the building code and the fire code and did the math herself, to get to numbers that are conservative. She prefers this to the standard method of asking the fire department, as they use a much more blunt instrument of just looking at gross square footage and an “assembly” set up, with chairs set up for all attendees to sit, but Alix calculated per room and with our considerable furniture footprint (meaning the bookshelves) subtracted out. As an architect, calculating maximum occupancy is something she has experience with.
- Fundraising Events / Annual Appeal
 - Garden Day final planning: We have 5 library tables and 10 confirmed guests. We can still use setup and cleanup volunteers, at 9 or at 2. Sara will make signs for prices: Suggested donation for plants: Small, medium, large, \$2, \$5, \$10 . Suggested donation for baked goods \$1 per serving. Mulch \$7/bag, 3 for \$20.
 - Honor Garden advertising - we will have the first round of bricks onsite for folks to see at Garden Day. Yusuf suggested having a blown-up version of the order form on an easel, which Alix thinks she already has, in part, and will find. Board members are asked to hand out order forms to people they think will participate.
 - Future Fundraising Events:
 - Fall Fest: 9/28/24, 10-2.
 - Great Brunswick Bake-off
 - Annual Appeal will be around Thanksgiving
- Human Resources - presented by Jennifer Shatz
 - Current Policy updates: the HR policy is very multifaceted. Jennifer discussed with the Executive Committee, with Sarah, and will still discuss with the HR committee before it's presented to the board. Tim from ULHS is going to do a review of our bylaws
 - UHLS Equity Challenge is not making progress until the HR policy gets sorted out.
- Nominating
 - 2025 Candidates for Board: Carol Roszbosom should be asked for her resume.
 - Peter St. Germain and others that give talks for free should be considered, as they are already demonstrating that the library is an organization that they care about.
- Technology
 - Hardware Review needed - Technology Committee needs to do a hardware audit and figure out what we need - how do we get this rolling? Sara has been very patient.
 - Virginia proposed a workshop about how to get your device and Libby to do all the fancy things. Sara has done this for the Sycaway Seniors group.

Old Business:

- Recreating the Friends of the Brunswick Library Group:
 - Alix attended a workshop about starting/restarting a Friends of the Library group at the Clifton Park library. Her main takeaway is, if we restart the friends group, it must be its own 501c3 with its own EIN etc. OR a social club that works on our events

but does not take money - the money is being donated to the library, not the Friends. If it is a formal Friends group, they are chartered to provide support for the library and cannot deny funds to the library. They do the fundraising for the library. Alix will scan the handouts from the workshop so we can read over the information.

- Alix asked Sara to again share the details that she remembers with regards to the dissolution of the former Brunswick Friends group. As Sara recalled, nobody wanted to take over the leadership roles, specifically Treasurer, until finally the last treasurer retired and the group was forced to disband. They were their own entity with their own bank account and gave the Library a quarterly stipend. They did approve or deny requests from the library for funds.
- Do we want a social club or a formal Friends group? We think we want a social club. We will need to vote as a board which direction we would like to pursue. We should plan a meeting, either within the board, the library volunteer email list, or a public meeting, to discuss the ramifications of starting the group again.

New Business:

- BCL Executive Committee Meeting was held a couple of weeks ago. Our goals for fundraising are 1/ the outdoor work of expanding the garden/honor garden/family play area 2/ to be able to buy new technology/laptops and 3/ residing/insulation project for next year/beyond. We discussed PTO, board structure, etc.

Next Brunswick Town Council meeting: June 13, 2024 at 7pm (*Fred Wobrock attending*)

Next Library Board of Trustees meeting: June 18, 2024 at 6 pm

Adjourn 7:09 pm Motion to adjourn by Virginia; seconded by Andrea. All in favor, motion carried unanimously

Minutes compiled and respectfully submitted by Annie Metzger