



# Brunswick Community Library

## BOARD OF TRUSTEES MEETING Minutes

June 18, 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:** 6:00 pm

Attendees: Therese Goyette, Annie Metzger, Jennifer Shatz, Yusuf Silk, Fred Wobrock, Debra Zaffuts, Sara Hopkins

Excused: Virginia Anderson, Alix Duggan, Grace Kosinski, Matthew Perfetti, Andrea Wedler

**Motion to approve May 2024 minutes** by Jenn; seconded by Therese. All in favor, motion carried unanimously

**Treasurer's Report - full report sent via email; Finance committee approved via Google drive**

- Motion to approve May 2024 Treasurer's Report by Yusuf, seconded by Debra, all in favor, motion carried unanimously

**Director's Report - full report sent via email**

- Monthly Community Message: Summer reading starts June 24th and goes to August 24th. Tell people that summer reading is for All Ages. The library used to ask people to keep track of the hours that they read, since that is what the state wants to see for their statistics. Families found it too burdensome, so this year Sara is just having people keep track of the \*days\* that they read, not the hours. This will be a bit of an experiment, with the looser record keeping, but she hopes that it will encourage participation.
- Sara reassured us that our numbers look low compared to last summer because last summer was the Expedition which inflated our numbers.
- She is planning a wide slate of community events from a reptile show to a name change clinic.
- The details are finally ironed out with ARC to do a monthly cleaning of the library for \$175 per month; she's pleased with the rate and looks forward to the collaboration. She is still waiting for a third quote for a one-time carpet and upholstery deep cleaning, which will likely need board approval as it is pricey. She thinks this has not been done since the new carpet was installed, and is something that should probably be done annually or once every two years.

**Committee Reports:**

- Building and Grounds
  - Community Garden update: herbs have reached a size that community members can be encouraged to harvest.
  - Playhouse discussion: Sara reached out to the insurance company who saw no issue; she has this approval in writing via email. We need to pay for transportation from Andrea's house, which is \$450. Yusuf asked about leveling the site prior to installation, and what that cost would be. This question will be sent on to Andrea.
- Fundraising Events / Annual Appeal
  - Garden Day final analysis: Donations \$71; plants/mulch \$843.25; books \$189.50; bake sale \$165; Stewart's \$120; total \$1388.75 (last year's total a bit over \$1900). Those who came had a good time and stayed a while. The mulch was a bit of a burden; in the absence of

- enough help to bag it up, we may have to let it go - Jenn was alone filling bags. The Tom Mahoney Garden Bench dedication went well, and Carol and family were thrilled. Carol sent a card, transcription follows - "To: Fred Wobrock and the Brunswick Library Board: Thank you so much for remembering Tom in such a meaningful way. He would be thrilled to know a bench is sitting on the grounds of the library, dedicated to him. Tom loved being on the board, working and spending time with each of you. He loved doing any project asked of him, even going out to set mouse traps. The time he spent figuring out how to put the bookshelves on wheels without being top heavy was his hardest but most rewarding project. Tom even looked forward to garden day plant sale and Halloween events. He did it all for the love of the library. His dedication was never ending. Again thank you from Tom's family Carol, Tom and Lisa; Maureen and Bobby B\_\_\_\_, Dan and Elisa Mahoney and his grandchildren."
- Honor Garden participation update: our first round of bricks were on display at Garden Day; many people picked up the form. We have 7 orders in hand, waiting for 3 more before ordering, and Fred would like to get this next order of 10 and then start laying out the pathway. Sara will do another round of advertising on social media, and include the order blanks in the town newsletter.
  - Fall Fest update: Moose on the Loose and the CCE nutritionist will be back; Annie will bring some chickens to pet. Book sale, bake sale. 9/28, 10-2.
  - Human Resources
    - Policy updates: Collections development policy is ready. Sara is very pleased with how supportive it is for the library staff. Jenn was aiming to give a very strong framework to follow in disputes, trying to leave the control in the hands of the Library to determine what items should enter the collection, and setting a standard so that not just anybody can challenge an item in the collection, but rather make sure it is someone who has a current Brunswick Library Card and can demonstrate that they are actually familiar with the material that they are challenging. "The library recognizes that censorship is an individual matter and while anyone is free to reject for themselves any material of which they do not approve, no one can exercise this personal right of censorship to restrict the freedom of others to read, view, or listen."
    - Jennifer makes a motion to accept the Collections development policy; Yusuf seconds, all in favor, motion passes unanimously. Sara will add it to the website and send it to UHLS
    - The Collections Development policy is required for the UHLS Equity Challenge, so we are pleased to check off another box!
  - Nominating
    - Possible Candidates for 2025 Board. Sara asked Jenn to nudge Carol Roszbosom to submit a resume.
  - Technology
    - The library desperately needs new laptops. There is currently a line in the budget for \$500 per year, which would definitely be enough for a new laptop each year.
      - Library requirements: easy and fast to use.
      - Library requests: USB drives. Touch screen or not doesn't matter. laptops over tablets or desktops.
      - We would like to get four, to replace our former eight, but are happy to start with just one, as soon as possible!. Tech use has slowed down, likely due to people having smartphones.
      - **We really need the Technology Committee to meet and make recommendations.** That is the next step and Sara has been waiting a long time. Is there some mechanism to trigger a committee to meet?

**Old Business:**

- Recreating the Friends of the Brunswick Library. Jenn has declined becoming President of this potential organization, so we will have to see what our next steps are.

**New Business:**

- Congratulations to Fred Wobrock for his award as UHLS Treasurer (see next page)
- Tamarac School District is doing a personalized brick sale for a patio outside the school.
- Sara handed out the Annual Report book from UHLS

**Next Brunswick Town Council meeting:** July 11, 2024 at 7pm (*Alix Duggan attending*)

**Next Library Board of Trustees meeting:** July 16, 2024 at 6 pm

**Adjourn 6:59 pm Jenn motions to adjourn, Yusuf seconds, all in favor, motion passes unanimously**

*Minutes compiled and respectfully submitted by Annie Metzger*

Upper Hudson Library System  
 Treasurer's Report  
 For the Four months ending April 30, 2024

**INCOME YEAR TO DATE:**

	<u>March 2024</u>	<u>April 2024</u>
Grants	429,605.00	429,605.00
Carryovers & Other Income	189,139.58	280,641.84
<b>TOTAL</b>		<b>709,246.84</b>
<b>TOTAL</b>		<b>(7,604.14)</b>
<b>BALANCE</b>		<b>(357.30)</b>
<b>ACCOUNT BALANCE</b>		
<b>Restricted Accounts</b> (Restricted by UHLS)		
10610 Auto Major automation		1,896.62
10620 Build Major building expenses		1,070.98
10640 Equip Office equipment		1,946.10
10660 Retire Established 12/20		1,822.80
10680 Unearned Less expensive than		0.00
<b>TOTAL</b>		<b>7,736.50</b>
<b>Petty Cash Accounts</b>		
10000 Petty		303.94
<b>TOTAL</b>		<b>303.94</b>
<b>Checking Accounts</b>		
10200NB Cash Money transferred		1,022.67
10300NB Cash expenses		(323.08)
10400NB Cash		1,872.38
10500NB Cash		(1.68)
<b>Operational Account</b>		
<b>TOTAL CHECKING</b>	<b>408,264.14</b>	<b>426,570.29</b>
10510 Cash - Operational	996,297.73	894,518.33
<b>**TOTAL OPERATING</b>	<b>996,297.73</b>	<b>894,518.33</b>
**Must cover all operating expenses until receipt of state aid		
<b>TOTAL CASH</b>	<b>1,781,602.31</b>	<b>1,698,129.06</b>


**In Appreciation**

This certificate is presented to

**FRED WOBROCK JR.**

by a grateful UHLS Board of Trustees in appreciation for his outstanding skills as the Treasurer of the Upper Hudson Library System. His patience, along with his unique ability to explain "the numbers" in a way we can all understand is a "credit" to him. The UHLS Board is in "debit" to him for his invaluable service.

*Susan Keitel*  
 Susan Keitel, UHLS Board President



**UPPER HUDSON LIBRARY SYSTEM**  
 Together. For Better Libraries.