



BOARD OF TRUSTEES MEETING MINUTES

August 20, 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 pm

Attendees: Virginia Anderson, Alix Duggan, Therese Goyette, Grace Kosinski, Annie Metzger, Matthew Perfetti, Jennifer Shatz, Yusuf Silk, Fred Wobrock

Excused: Andrea Wedler, Debra Zaffuts, Sara Hopkins

Approval of July 2024 meeting minutes Motion to approve by Alix; seconded by Matt. All in favor, motion carried unanimously.

Treasurer's Report submitted via email prior to the meeting.

- Motion to approve July 2024 Treasurer's Report (*Finance Committee approved documents online*) by Finance Committee; seconded by Therese. All in favor, motion carried unanimously.
- Donations were higher than usual in July due to support for our name change clinic and subsequent community desire to express that support.
- Our electric bill was \$280 higher than usual in the month of July because of the inefficiency of the air conditioning. Alix will be disputing the \$900 HVAC repair bill from Crisafulli with this as additional data because clearly they did not fix the problem.

Director's Report submitted via email prior to the meeting and copied here:

- The name change clinics went very well, with 105 people attending between both days. Some people were here to meet lawyers, some simply came to show support for the programs. An officer stopped by each day to provide support and protection for our patrons. We have received large numbers of donations and positive feedback from community members, applauding us and asking us to continue to support diverse community needs. Guilderland and Saratoga libraries are scheduling this same program since ours was so successful.
- We've also managed to build a strong relationship with LASNNY and Empire Justice Center. I'm currently exploring more ways to collaborate with both organizations to provide more services to our rural community for things such as student loan management & legal aid for seniors and people with disabilities.
(Talking point: Many grants and nonprofit collaborations focus on highly populated urban areas and rural areas are often left out and don't receive the same quality services. We are thrilled to have built a partnership with organizations bringing important services to our rural community.)
- I'd like to include some Intellectual Freedom Info & Toolkits with this report. **Monthly message: "The library is committed to the Intellectual Freedom and First Amendment rights of our patrons."** (Also, Barbie is visiting on 8/24, which is really, really cool & we are looking for doll donations for our kids.)
- https://www.ala.org/sites/default/files/aboutala/content/LBOR_FTR%20statement_print%20ready_NEW_0.pdf
- <https://freeforallny.org/what-you-need-to-know/program-challenges/>
- <https://docs.google.com/document/d/1VWRmF13WFJkqSoN5OC-9vdsy-yWCbEUDBBzxF6drbFU/edit>
- <https://www.ala.org/advocacy/intfreedom/censorship>

- <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accesslgbt>
- <https://www.ala.org/advocacy/intfreedom/spaces>
- Currently working to schedule a collaboration program between the League of Women Voters & Hart Cluett Museum for Oct 1. Theme is on the history of voting in Rensselaer County, based on the HCM's "We the People" exhibit. LWV will have voter registration forms and educational materials. Both groups are nonpartisan.
- Working with Albany Musicians Association on music grants. They will cover 50% of the cost of free-to-the-public music performances. We ran a casual poll on facebook/instagram to get an idea of our patron's favorite genres and sent in genre requests. "As Iz" will be our first music performance on Oct 19 at 2:30 with folk/rock music. We are requesting further funding for a classical concert in winter and hopefully another performance (possibly jazz or celtic) in spring.
- After good interactions with our officers at our Name Change Clinic, we are sending in a request for a Car Seat Check event with the Rensco Sheriff's Office.

Committee Reports:

- Building and Grounds
 - Garden & Backyard update: looks great.
 - Maintenance items: Matt is the hero of the month
 - Rear door lock: the building was broken into on Sunday 8/4/24 around 5 pm. The back door lock was broken, the alarm went off, Sara and the sheriff came in together and found no evidence of a person inside or anything taken. Matt immediately came and replaced the lock, so now it does not use the same key as the others, which is a minor issue. The suspicion is that it was kids playing or someone looking for a cool place to go, rather than angry community members.
 - AC System: we will add it to the construction grant for next year. Roland J. Down came to do an estimate and did a repair for free. Matt played with the programming and did a full reset to try to limp it along a bit. Some community members have complained on the hot days that the library is not as cool as usual.
 - Infested soffit: the infestation was cleared by an exterminator and Matt filled the hole with spray foam.
 - Carpet Cleaning: The carpet was cleaned on 7/22. They did a great job and also cleaned our upholstered chairs, tiled floors, and bathroom floors.
 - Outdoor Sign: Vital Signs still has not sent an electronics expert to look at the circuit board, so the sign is still nonfunctional. It is beyond the ability of the regular Vital Signs repair person to fix.
 - Siding: Matt suggests a pressure washing prior to Fall Fest. Alix agrees we should get some estimates.
 - Construction grant: energy efficiency upgrade including siding, insulation (insulated siding?), and HVAC - Alix will put this together for spring submission.
- Fundraising Events / Annual Appeal
 - Honor Garden update: second order is shipped, but hasn't arrived yet. Sara will call John Gavin when they're here and we can figure out a display or partial installation prior to Fall Fest.
 - Fall Fest update: we have a nice lineup so far. Matt wanted to know if Sara contacted Subaru about bringing a car to promote the Share the Love. Virginia confirmed with Cindy Engle that they will donate donuts.

- Jenn has a great idea for a Why I Love My Library campaign; we will help people write letters to the town about why they love the library, and have a mailbox at Fall Fest to collect them.
- Human Resources
 - Finalized HR Policy (Staff Holidays). The HR committee had a thorough discussion about Juneteenth and decided to add it as a paid holiday in addition to the holidays that employees already get as paid holidays. Adding paid holidays needs to be on a case by case basis, and in this case, the committee decided that it needs to be added as a paid holiday rather than be a swap. Jenn makes a motion to adopt the HR policy in this current form; Virginia seconds. All in favor, motion carried unanimously.
 - Amended Collection Policy/Reconsideration Form: On Sara's recommendation, we expanded/amended the policy and reconsideration form to include programs in addition to physical materials. Jenn makes a motion to accept the amended collection policy and reconsideration form; Alix seconds. All in favor, motion carried unanimously.
 - Jenn is a hero.
 - UHLS Equity Challenge progress: Judith Wines from UHLS shared the below email

Dear Equity Challenge Libraries:

Albany Public Library has submitted the results of their work in "[Board Learning and Recruitment](#)" and has kindly agreed to have their outcomes shared with the group. [They chose five of the six tasks](#). If you have any questions, please reach out and we'll work with APL to answer them. (And of course, we know that your library's work will be tailored to your community. This is meant as inspiration, not a prescription!)

- Nominating
 - Meredith Lee-Clark is attending the meeting as a future board member and future chair of the HR committee for Jenn Shatz to pass the torch
- Technology
 - Laptop purchase update: Sara communicated with UHLS about requirements for hardware/software. She learned from them that they have a used laptop re-sell program where GE hands off refurbished laptops to UHLS for \$10 each, so we are trying to get 2 to 4 that way. If they don't have any available, we will buy two new ones.
 - What do we do with the old laptops? Would Sunhees in Troy use them for their ESL program?

Old Business:

- Recreating the Friends of the Brunswick Library / "Library Membership". Yusuf says that Marthe Ann Gabey is interested in Friends of the Library. Alix will call her.
- Application for the "I Love My Librarian Award" : Deb wrote a lovely piece to nominate Sara. We can ALL enter a nomination - we should all! **Nominations are due September 30th!**
<https://ilovelibraries.org/love-my-librarian/nominate/>
- Recap of the library's position at the July 2024 Brunswick Town Council meeting
 - At the August meeting, there were no negative comments about the library. During the public comment period, Mary Beth Bruno was speaking about traffic issues and threw in a side comment about how much she likes and supports the library.
 - Since our last meeting, the Executive Committee met, and discussed how we should respond to the Town Board. Alix had an hour long phone call with Tim Burke from UHLS about this topic, and how to handle it. Alix wrote a letter to Supervisor Phil Herrington on behalf of the Executive Committee of the Board of Trustees, highlighting that we are requesting a meeting with him and the Town Board to discuss how to help them handle discriminatory speech and how to respond in the future in a manner that will help them be better allies to the library.

- The tone was positive and again requested a private meeting. She handed him the letter in person after the meeting, and asked him to please read it and respond. He again disagreed that a meeting was necessary, but reluctantly took the letter.
- What steps do we take now? Could we offer Rebecca del Gaizo (Town Clerk) a meeting with Sara to give her some tools to help her deal with discriminatory speech and library issues?

New Business:

- BCL Executive Committee Meeting Recap:
 - We went over 5 major topics.
 - Board nominations and committees for next year
 - Long range plan - it needs to be renewed next year. We have a few minor tweaks but overall it looks good! Focus on making sure our indoor and outdoor space matches our needs.
 - Fundraising needs - annual fundraising letter will go to adults with library cards in the town and previous donors. Honor garden, Why I Love My Library.
 - Relationship with the town, see above.
 - Should we add the Brittonkill School District area to our pool of potential board candidates? Currently in the bylaws, board members can be Brunswick residents; we get \$35k annually from the school district. The only change this would make, practically, is that this would expand the pool of candidates for our board. Think about this and we will vote in September to expand the pool for next year.

Next Brunswick Town Council meeting: September 12, 2024 at 7pm (*Annie Metzger attending*)

Next Library Board of Trustees meeting: September 17, 2024 at 6 pm

Adjourn: 7:32 Alix motions to adjourn, Jenn seconds, all in favor, motion passes unanimously.