



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

September 17, 2024

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

Call to Order: 6:02 pm Present: Virginia Anderson, Alix Duggan, Therese Goyette, Annie Metzger, Matthew Perfetti, Jennifer Shatz, Yusuf Silk, Andrea Wedler, Fred Wobrock, Debra Zaffuts
Excused: Grace Kosinski

Approval of August 2024 meeting minutes

Motion to approve by Alix; seconded by Jenn. All in favor, motion carried unanimously.

Treasurer’s Report: the bank was late with the statements so the treasurer’s report is incomplete as of today.

- 50/50 made \$534 at the last town concert.
- Once the treasurer’s report is complete, the finance committee will look it over and we will vote on it at the next meeting, along with the October financial report.

Director’s Report from Sara

- Monthly Community Message: talk about Fall Fest!! And cool October programs about Voting (We the People: Voting and Democracy in Rensselaer County and a program about voting for children which fulfills one of the homeschool criteria)
- August Library Statistics sent via email prior to the meeting
- Kid’s Yoga is going great and we’re trying a new strategy of having classes on weekends so working families can participate
- There are so many amazing programs lined up for October and November including Underground Railroad and CPR training
- Summer Reading Program statistics: Books Read - 6396; Days Read - 4080; Prizes Collected - 816

Children	Teens	Adults	Total
147	13	115	275

Committee Reports:

- Building and Grounds
 - Building Maintenance items: Sara got two quotes on a replacement AC System (Roland J. Down and Quest) and she has scheduled a 3rd quote (Family Danz.). We had asked for a 1:1 replacement quote, and the two existing quotes are for two differently sized units, but the prices come in similarly, so we’re not sure why the two businesses don’t agree on the size of the existing system. With regards to the Crisafulli bill that Alix is disputing, Crisafulli says that they do not have a note on file about us being dissatisfied. They have to charge us for the freon (\$530) but Alix would like to dispute the \$372.50 in labor. The representative from Roland J. Down who came to give a quote found and replaced a horribly clogged filter that the Crisafulli repair person apparently did not see.
 - We have the money in the bank for if we have to replace the system immediately. We would rather put the heating and cooling system on the construction grant for next year - “energy

- efficiency” with heating/cooling, siding, insulation. Matt proposed looking into heat pumps as an energy efficient alternative to a furnace; Buildings and Grounds will look into it.
- The sign is fixed!
 - Garden & Backyard: Alix is waiting to hear back from the family that wants to plant trees. We want to paint the playhouse before Fall Fest! The paint is here, we just need labor - Alix and Jenn plan to paint on Sunday.
 - Fundraising Events / Annual Appeal
 - Honor Garden update from Fred: 22 bricks ordered and delivered. John Gavin was here Friday 13th to begin laying out the walkway. He may have the first section done before Fall Fest.
 - Fall Fest update: The most people ever are signed up to vend/participate. Sara needs volunteers to help set up and direct people, starting at 9. She will communicate with us all via email with specifics.
 - Annual Appeal Letter: Goal is to send it out in November, prior to Thanksgiving. At our October meeting, we will set a date for envelope stuffing. Executive Committee has begun passing around a draft of the letter.
 - Human Resources from Jenn
 - ByLaws updates: NYS requires that we have bylaws, and that they be publicly available. We had them, but Jenn felt they could be more clear, concise, and current. Jenn amended the bylaws in consultation with Tim Burke from UHLS, the HR committee gave feedback and approved them, and now we as a board all need to read them. As per the bylaws, we present them to the whole board this month and cannot vote on the amendments until next month. Highlights: we amended anywhere it used to say “Town of Brunswick” to say “chartered service area” in case we expand our service area at any point in the future. Board members can serve two consecutive 3 year terms, and can then come back to the board, but they must spend 12 consecutive months off the board before a return. We propose a change to the name of this committee from Human Resources to Personnel and Policy, as it better reflects what we do. Jenn makes a motion to propose this amended language to the current bylaws and vote to adopt at the October meeting; Alix seconds; all in favor, motion carries unanimously.
 - Alix proposes that we make an amendment to the bylaws to expand the residential eligibility for Board of Trustees to include adults in the Town of Brunswick or the Brittonkill school district; Andrea seconds; all in favor, motion passes unanimously. We will vote to finalize this change at the October meeting. We are doing this because we collect tax money from the Brittonkill School District and we would like to allow those in the district but not also in the Town of Brunswick to be represented on our board as well .
 - UHLS Equity Challenge progress: collection audit will be finished in February. The programming requirements are all being hit. Sara is pleased, we are chipping away. The HR committee will continue to brainstorm about which board-specific sections we can complete.
 - Nominating
 - Possible Candidates for 2025 Board positions
 - Pam Reese submitted her resume. She is now locally famous for arriving in the middle of the contentious town board meeting, after watching from home, to be able to speak publicly on behalf of her library.
 - Expanding the residential area for Trustees (see proposal and vote above)
 - Technology
 - Laptop purchase update: Sara is waiting to hear from UHLS for how long a wait it will be for a pair of refurbished laptops; if it will be a long wait, she will just purchase two new laptops, as she is already board-authorized to do.

Old Business:

- Application for the “I Love My Librarian Award” - Sept 30th deadline. Deb wrote and Alix submitted a great piece on behalf of the whole board - Alix will make sure it's on the drive where we can all read it. We are pushing Sara to ask other organizations that she collaborates with to submit on her behalf.
- Letter to Brunswick Town Council with regards to properly supportive responses to discriminatory speech has had no response 3 times. We will offer Rebecca del Gaizo a meeting with Sara to give her some tools to help her respond to any future discriminatory speech she might encounter in her role as Town Clerk.
- “I Love My Library” postcards: at the Fall Fest, we will have blank postcards and a mailbox and will ask community members to fill out a postcard about why we love our library. Then, we will mail the box to the town!
- Alix is in conversation with Marthe Anne Gabey about restarting the Friends of the Library.

New Business:

- LASNNY Community Partnership Award: Last Thursday, Sara was contacted by LASNNY to let her know that we won the Community Partnership Award for our Name Change Clinic! The Awards ceremony will be 10/10 (same date as the Town Board meeting). This award just further reinforces that this was a really special program.
- Mary Fellowes from UHLS contacted Alix and Sara to ask if they would be panelists for a program risk management webinar on 12/10, talking about the pros and cons of hosting potentially risky programs at the library.
- Next month, for our monthly message, we will definitely talk about our Award! And the wonderful diversity of programs that our library offers!

Next Brunswick Town Council meeting: October 10, 2024 at 7pm (*Virginia Anderson attending; Sara will not be there, so Virginia can make the report*)

Next Library Board of Trustees meeting: October 15, 2024 at 6 pm

Adjourn 7:27 pm Motion to approve Jenn; seconded by Therese. All in favor, motion carried unanimously