



## BOARD OF TRUSTEES MEETING MINUTES October 15, 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: 6:04 pm.** Present: Alix Duggan, Annie Metzger, Matt Perfetti, Jennifer Shatz, Yusuf Silk, Andrea Wedler, Fred Wobrock, Debra Zaffuts, Sara Hopkins Absent: Virginia Anderson, Grace Kosinski. Excused: Therese Goyette

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

### **Treasurer's Report - Andrea Wedler; full report submitted via email**

- Motion to approve August treasurer's report by the finance committee; seconded by Deb. All in favor, motion carried unanimously.
- More than \$8000 has been made on the CDs since we invested. Our 6 month CDs are expiring (one on 10/29), and the plan is to reinvest in 6 month CDs again because that has the most favorable interest rate. Discussion of other investment options. Fred offered to talk to the investment advisor that he works with through Our Lady of Victory. Alix will reach out to other board presidents to find out what other libraries are doing.
- Fall Fest take was \$553
- Online donation: "I was inspired to donate after hearing Ms Hopkins accept the LASNNY Award"
- Motion to approve September treasurer's report by finance committee; seconded by Yusuf. All in favor, motion carried unanimously

### **Director's Report - Sara Hopkins; full report submitted via email**

- Sara has many upcoming programs that she is very excited about, including a Navigating Medicare program 11/4, 10/24 CPR with Grafton Rescue Squad, 10/25 Scary Storytelling!, 10/29 Monster Books craft, 11/1 Empire Justice Center student loan management program; late Nov LASNNY SSI/SSD program
- Monthly Community Message: emphasize the legal partnerships, with Empire Justice Center and LASNNY, and how they are able to provide such depth to our programming. Having these relationships with both organizations allows the library programs to be more than just informational, but to help community members tangibly move the ball forward with challenges and opportunities in their lives, like taking advantage of government benefits that they are entitled to or finding the answers to legal troubles in their lives.

### **Committee Reports:**

- Building & Grounds
  - Building Maintenance items:
    - AC System: Alix proposes getting a HVAC engineer to come in on a volunteer basis so that we know what we need, since our quotes are all providing specs for different systems such that we can't actually make a reasonable decision.

- Roadside sign: we had an improperly installed breaker from the beginning, and now that it needs repair the sign technology is obsolete. It is time for a new one! Who would we ask for quotes? The only one we know of offhand is Vital Signs.
- Garden & Backyard: The playhouse looks great with its fresh coat of library blue! Alix has reached out 3 times to the folks that wanted to plant fruit trees and hasn't heard back.
- Fundraising Events / Annual Appeal
  - Honor Garden update: John Gavin's quote and bills did not arrive in the mail due to his business office having our address slightly incorrect; this is an issue that has happened before and apparently they have not resolved it on their end. The quote for the Honor Garden is for \$1480 for 24 feet of walkway, including gray bricks for the walking area, excavation, installing our pavers, sand, edging, and repair to disturbed construction areas. With the bricks that we have already, we have generated about \$1700, so it covers the costs, but will mean that we only net \$300 for every 24 feet of walkway. There was discussion around different ways of using the bricks to increase the profit, and a decision to have engraved bricks on both sides of the walkway, rather than the original plan of one side, which will mean twice as many of the engraved bricks in the 24 feet of pathway and a net profit of \$600 per 24 feet. Sara and Alix would also like to encourage donors to get benches or Adirondack chairs to place along the walkway, and Matt suggested donors could get fruit trees installed for a price as well.
  - Fall Fest recap: The event was busy up until the music ended, and then it was minimally attended. A revamp is needed - although Sara points out that Fall Fest and Garden Day are very popular with community members.
  - Future fundraising events: Fundraising committee needs to meet or at least email monthly!
  - Annual Appeal Letter is in progress. Envelope stuffing party 11/13 6 pm at the library - bring a dessert; Alix will take care of dinner! We will print letters in house; Sara and Alix will see if we can get the return address printed on the envelope. Sara will look into if it makes sense to buy a bulk mailing permit or just buy stamps.
- Nominating
  - Possible Candidates for 2025 Board positions: we now have 3 resumes. We don't have anyone with building maintenance experience. By the next meeting, we will know which candidates have the best qualifications for our open Board seats.. We will also need to confirm new 2025 committee chair positions at our next meeting.
- Personnel & Policy - Jennifer Shatz
  - Adoption of all ByLaws updates proposed and voted on during September's meeting
    - Motion by Jenn to accept all changes that were proposed and voted on in September; seconded by Andrea. All in favor, motion carried unanimously.
    - Sara will update the website with the new bylaws with today's date as the effective date
  - Policy update: Director's annual evaluation. The Personnel and Policy Committee (but really mostly Jenn and Matt) have worked to elucidate the process that's been used for the director's annual evaluation. Jenn and Matt motion to accept the director's evaluation policy; seconded by Alix. All in favor, motion carried unanimously.
  - Sara received an email from the Guilderland library director about provocative attire and behavior, and Sara asked the Personnel and Policy committee for recommendations on how to respond if we have people come into our library wearing clothing displaying provocative symbols, or asking for books on provocative topics. Jenn informed us if people are behaving properly but displaying unpleasant symbols, we can't kick them out. If their conduct is proper, they can stay. Their free speech is protected. Harassment of individuals and disruption of the library's functioning is grounds for removal, but not unpleasant speech or displays of symbols.

- Technology
  - Laptop purchase update: Sara has two \$10 laptops! They start up quickly, and so far are working great. She's very pleased, and already put in a request for two more on their next ordering cycle since they took about 2 months for the order process. UHLS formatted them already, and recycled the old ones we were replacing.

#### **Old Business:**

- Library Love 'Mailbox': We put out a mailbox at the Fall Fest soliciting people to fill out postcards telling the Town of Brunswick why they love their library, and it's still available in the library, collecting postcards.
- LASNNY Community Partnership Award: Alix and Sara attended the LASNNY annual awards, rubbing shoulders with many legal luminaries from the local area as well as Washington DC. Sara's acceptance speech received a considerable amount of applause, but we can't include the full text here because she speaks off the cuff!! The LASNNY lawyers who worked with us for the program shared the story of our travails, and Sara spoke on the necessity of providing legal aid to rural communities, and the importance of libraries working to provide for \*all\* members of the community.. LASNNY presented Sara and the library with the Community Partnership award. Photos of the event were shared by the Times Union here:  
<https://www.timesunion.com/seen/article/legal-aid-society-northeastern-new-york-s-justice-19832144.php>

#### **New Business:**

- Assistant Director position: Lydia Shorter has resigned, effective end of November (just before Thanksgiving) due to family scheduling conflicts. At their meeting just prior to this, the Finance committee approved the salary we would offer, and as of tomorrow, Sara will be posting the position on our website and UHLS website and sharing via social media.
- Directors & Officers Insurance Webinar: Tim from UHLS shared information about a webinar via email, and Alix will share it with all of us. It will be offered on 11/22 and recorded for later viewing. The webinar will discuss what D&O insurance covers, how to inventory what our organization needs, etc. Alix encourages us all to attend or view.
- The annual meeting for UHLS will be held at Brown's again this year, but formal invites are not out yet.

**Next Brunswick Town Council meeting:** November 14, 2024 at 7pm (*Jennifer Shatz attending*)

**Next Library Board of Trustees meeting:** November 19, 2024 at 6 pm

**Adjourn:** Motion to adjourn by Jenn; seconded by Andrea. All in favor, motion carried unanimously