



# Brunswick Community Library

## BOARD OF TRUSTEES MEETING AGENDA

November 19, 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: 6:07

Present: Virginia Anderson, Alix Duggan, Therese Goyette, Annie Metzger, Matthew Perfetti, Jennifer Shatz, Andrea Wedler, Fred Wobrock, Debra Zaffuts, Sara Hopkins

Excused: Grace Kosinski, Yusuf Silk

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

### Treasurer's Report

- Full report sent via email. Maintenance costs slightly over budget but everything else under.
- Approval of October 2024 Treasurer's Report: Motion to approve by the Finance Committee; seconded by Therese. All in favor, motion carried unanimously.
- 2025 Budget: We will vote on this budget in January, but in light of the abbreviated nature of the December meeting, we want to cover all questions this month. We are grateful for the continued support of the town of Brunswick! The budget remains largely unchanged from 2024 to 2025, except that the items that are chronically underspent had their excess shifted over to the maintenance budget in case we have to pay for a new HVAC out of our own funds rather than a grant.
- Immediately prior to this board meeting, the Finance Committee listened to a presentation from Dennis Fagan from Fagan and Associates. Thank you to Fred for introducing us! His group, in conjunction with Charles Schwab, is offering to manage our investments *pro bono*. We won't act soon, but rather in February, March, or April next year when our CDs mature. He will send along an investment policy to be included in our bylaws so that moving forward our treasurer will have a structure to follow as we invest the community's money, with a goal of creating an endowment for the library. There is currently nothing in the bylaws about how we represent our finances to the public, and that is what we are seeking to add: guidance on transparency in our investments of public funds. Deb Zaffuts shared that her sibling is married to one of Dennis Fagan's siblings; this does not pose a conflict of interest because she is not on the finance committee and he would not be receiving any monetary compensation for his work with us.

### Director's Report

- Monthly Community Message: We now have a FREE subscription to the New York Times online! You can access it via the link on the homepage and receive a code for a 24-hour subscription, then read and play games to your heart's content. You have to click through our website each day to get the code for the day.
- Educate Station is a new subscription service that Sara is exploring to get education resources targeted towards the homeschool community, which would also be useful for Sara's STEAM programming. She is having community members evaluate the resources before she commits.
- Silent Book Club starts 12/6! 4-6pm 4:30-5:30 silent time
- Teen Volunteer Circle: in development, to create a safe space for teens and help them get their volunteer hours.

- This is Lydia Shorter's last week as full time assistant director. She will continue on as a part-timer. On 12/3, Crystal Tosi will start as the assistant director. December programming may be a bit light as Crystal gets trained.

### **Committee Reports:**

- Building & Grounds
  - Building Maintenance items:
    - AC System quotes: Alix got excellent advice from an anonymous engineer friend who suggested we throw out our previous quotes and get all new quotes for next year. Freon regulations are changing as of 1/1/2025, so new systems manufactured after 1/1 will use a different coolant so the quotes won't even hold up. He shared a comprehensive article detailing the regulations, including that old units are only grandfathered until 2028, at which point freon won't be available any more. This project is on hold until after January 1st.
    - Roadside sign: Alix asked 3 companies for estimates; all seem to be well north of \$10,000. PetroLED is the cheapest, where a customer just buys it online, \$8000 just for the LED part without installation or customization. Sara brings up the very valid point that perhaps a LED sign is not the best use of this money, and we could go back to a static sign that says "Brunswick Community Library" in larger letters than what we've got. We will vote on this via email as the estimates come in because we don't want to wait until January.
    - Garden & Backyard: The first section of Honor Garden walkway is installed and looks great!
- Fundraising Events / Annual Appeal
  - Honor Garden update: The walkway is skillfully installed, and we received some more orders. Maybe our spring appeal is sending out brick order forms.
- Nominating
  - Candidates for 2025 Board positions: we will have three seats available for January 2025 as Grace Kosinski will step down due to an overcommitted family schedule. We thank her for all of her fundraising efforts and events thus far, and look forward to a time when her schedule can better accommodate the library board! Andrea sent out the three resumes for the candidates for the open positions. We feel very lucky to have three such strong candidates for three seats.
  - We are weeping at having to say goodbye to Matt Perfetti and Jenn Shatz. Both of them have done outstanding work in their respective committees to move the board forward, and we can't thank them enough for setting the library up so well for the future.
  - Committee Rosters for 2025: Alix is encouraging board members to think now about what committees they would like to participate in. We need a new Vice President. We are officially saying that, as of January 2025, the Technology committee will become an ad hoc committee and meet on an as-needed basis.
- Personnel & Policy
  - Policy update: Director's annual evaluation is on track to be presented in January.
  - UHLS Equity Challenge progress: collection audit is on track to complete in February. The program audit is coming to a close. The Equity Challenge is a long game, which was laid out with a 3-year time scale, so Sara is treating it as a slow-and-steady process.

### **Old Business:**

- Annual Appeal Mailing: Thank you to all who came and made the envelope stuffing party a resounding success; it went very quickly! The checks and Paypals are starting to roll in!

- Library Love 'Mailbox': Last Thursday, Jenn was the representative at the Town Board meeting and presented the postcards! She expressed that we are grateful for the Town's support. She stated that she thought it would be useful for the Town to hear directly from the patrons about how public funding is being used, and the Supervisor agreed and stated that he would read every postcard! She was glad to be the positive note at the meeting and encourages us to keep up the mailbox.

**New Business:**

- Better World Books Drop Box: Better World Books is a used book dealer. They provide drop boxes at specific sites and the sites get a stipend based on how many donations go in, once the donation box is paid off. Several years ago, we were turned down by BWB as not being a big enough location with enough book donations, but now they think we are a good location. Sometimes our patrons get frustrated when the library only takes 10 books at a time for donation, so this would be good for patrons. BWB re-sells the nicer books and recycles the not so nice books. Like our St. Pauly drop box, we would eventually get a small stipend, and it would give us a place to get rid of our overflow. BWB says it will be emptied weekly, and if there is an "overflow" issue, there is a local office Sara can call. Matt makes a motion to sign up to host a BWB drop box; Deb seconds the motion, all in favor, the motion passes unanimously.
- Smart Program Risk Management Webinar - December 10, 10-11:30am
- Brittany DeWire (attending member of the public) recommended that Sara share via social media when she comes across a book sale, with a plug for buying books off our wish list for the library!

**Next Brunswick Town Council meeting:** December 12, 2024 at 7pm (*Matt Perfetti attending*)

**Next Library Board of Trustees meeting: Informal Holiday Potluck:** December 17, 2024 at 6 pm

**Adjourn 7:30:** Alix moves to adjourn the meeting, Jenn seconds, all in favor, the motion carries unanimously.