



BOARD OF TRUSTEES MEETING MINUTES

April 15, 2025 - 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

Present: Virginia Anderson, Brittany DeWire, Alix Duggan, Therese Goyette, Meredith Lee-Clark, Annie Metzger, Carol Rosbozom, Andrea Wedler, Fred Wobrock, Debra Zaffuts, Sara Hopkins

Excused: Yusuf Silk

Approval of March 2025 meeting minutes: Alix motions to approve, Meredith seconds. All in favor, motion carries unanimously.

Treasurer's Report

- Approval of March 2025 Treasurer's Report: The finance committee met prior to the meeting to go over the Treasurer's report, which was sent via email in advance to all board members. The finance committee moves to approve the report, Therese seconds. All in favor, motion carries unanimously.
- Insurance spending was very high already this year - partly because of timing for billing of D&O insurance (budgeted for December 2024, but paid this January), partly because Workman's Comp has gone up due to increases in payroll expenses.
- Upcoming financial investment plan: the Financial Committee met with Dennis Fagan during their meeting just prior. The plan is to invest 50% bonds/50% equity, trying to be conservative. We are aiming to have long-term growth, not short term gains.

Director's Report

- Monthly Community Message: The library is an inclusive place for the WHOLE community. Encourage community members to call/email/send letters to elected representatives about how important libraries are.
- The staff at the library has noticed a quiet but insistent removal/hiding/defacing of books with LGBT themes in the children's section. We are all upset by this obstruction of the free flow of ideas and inhibition of the representation of members of our community. We hope that the individuals responsible can learn to be more open-minded and instead of obstructionism, just choose not to check out those books for themselves if they don't want to read messages of inclusivity.
- Books for the book sales are needed!
- Sara circulates monthly stats and library usage reports to the board over email prior to the meetings for us to review.
- We are working to book cool new programs - Burden Iron Works, Tai Chi, Herb Club planting time.

Committee Reports:

- **Building & Grounds:**
 - HVAC quotes are starting to come in but we have nothing to share right now. Appointments are happening currently. Burg Mechanical, Troy Allstate, Roland J Downs, Family Danz.

- Septic grinder pump emergency: on Friday past, the grinder pump alarm went off while Alix happened to be here. The pump was nonfunctional and there was leakage in the basement. The library had to be closed on Friday afternoon and Saturday and the pump was able to be replaced over the weekend so the library could open on Monday. However, the plumber said that a public building sized such as this should have two pumps, and the tank should be outside, so if something leaks it is not in the basement. The replacement pump should hold us for a year or so, but it is not actually adequately sized. The septic field and two septic tanks are very adequately sized, but it is the grinder pump/drum set up that is not adequate.
- The committee really needs to meet to go over the maintenance binder, among other issues.
- Roadside sign: Alix has two mock ups, one to use the existing posts, one for new posts. Next month, Alix aims to have a quote to vote on, to get the new sign in place by garden day.
- **Fundraising / Annual Appeal:**
 - Bake-Off made \$505 plus a little more the next day. We would like to send thank yous to the judges with gift cards.
 - Garden Day initial plan - 6/7, 10 am to 2 pm (volunteers 9 to 3). The focus will be on the walkway and memorial benches. Virginia will ask the Choraliers if they can perform; Brittany will see if the winners of Tamarac Idol can perform.
 - Honor Garden Update: first week in May for latest brick order being ready, Fred will call John Gavin to prime him on installation
 - Spring Fundraising Appeal for building work - we think it would be good to send out a letter this spring to raise some money for the up front costs of the construction projects, and in case we don't get the construction grant.
 - Brunch and book swap? Book sale and book swap? The committee will discuss via email.
- **Nominating:**
 - Fred will not be rejoining for a second term
 - Should we expand the board because we don't have a Friends group? We could expand to 13 from 11. We will continue to marinate on this topic.
- **Personnel & Policy:**
 - UHLS Equity Challenge continued work: we have completed two sections, but we can tackle the sections "Board Learning and Recruitment" and "Buildings and Facilities" - Sara will send the relevant information to the relevant committees ("Board" to Nominating and "Buildings" to B&G).
 - Federal Executive Order. How can we educate our community about how libraries are funded, and how the defunding of the IMLS impacts our library specifically? Would a poster at the library be useful? Or a flier? Does UHLS have something already? A pie chart or a flow chart? The committee will send some ideas around via email.

Old Business:

- 2026-2029 BCL Long Range Plan Review will be tabled until next meeting.

New Business:

- The UHLS has selected a new Executive Director: Chris Sagaas (SAY-gis), who comes from the Utica Public Library. His board is being informed, he has resigned, and has signed a letter of agreement. Mary Fellows is the interim director during his onboarding.
- UHLS Board Nominating Committee: Alix was asked to be on this temporary review committee as the Rensselaer County representative.
- UHLS Annual meeting is 6/11 at Revolution Hall. It's a great opportunity for library people to meet each other! Nominations for awards are currently open.

- Rensselaer County Legislature honored Brunswick Library and the rest of the county's libraries during Library Week this year, and Dan Casale awarded us a very nice certificate of appreciation. Dan is always a very staunch supporter of our library, for which we are grateful.
- We are starting to collaborate more with the Tamarac School. Sara has been communicating with the librarian back and forth, facilitating books for book clubs, and Monica Allin's 3rd grade class is taking a field trip to our library!! Sara is taking a field trip to present to each grade in the elementary school about Summer Reading!

Next Brunswick Town Council meeting: May 8, 2025 at 7pm (*Meredith Lee-Clark attending*)

Next Library Board of Trustees meeting: May 20, 2025 at 6pm

Adjourn: Alix moves to adjourn, Brittany seconds. All in favor, motion carries. Meeting adjourned at 7:15 pm.