



BOARD OF TRUSTEES MEETING MINUTES May 20, 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: 6:05 pm

Present: Alix Duggan, Therese Goyette, Meredith Lee-Clark, Annie Metzger, Yusuf Silk, Andrea Wedler, Fred Wobrock, Sara Hopkins

Excused: Virginia Anderson, Brittany DeWire, Carol Rosbozom, Debra Zaffuts

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

Treasurer's Report

- Approval of April 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, Yusuf seconds. All in favor, motion carries unanimously.
- One CD is closed and the money transferred, with some moved to investment with Fagan.

Director's Report

- Monthly Community Message: push Garden Day, invite people to Garden Day. Also mention the Writer's Workshop to any writers in your life.
- The numbers for the Director's Report were sent out via email prior to the meeting. In person circulation is a bit down and digital is a bit up, in keeping with area trends.
- Upcoming cool events: we just had our first Fabric Swap on 5/10; the parking lot was PACKED and folks are requesting a repeat! Herb Club was on 5/14 and the garden is tidied up. A new speaker is coming on 5/29, the director from the Burden Iron Works Museum to give a talk about Emma Willard. History events have been quite popular. Garden Day is 6/7. Ellen Graf is hosting a four-part Writer's Workshop that is grant-funded.
- Book Shed/Sale/Swap status: We are doing well in the Book Sale Shed; Sara requested donations on social media and received some great contributions, so the Book Sale will go ahead at Garden Day.

Committee Reports:

- **Building & Grounds:**
 - The Committee reviewed all the quotes for a new AC system, and Alix sent the information to the board to review prior to the meeting. The Building and Grounds Committee moves to hire Saldi Heating and Cooling to remove and replace the 5 ton coil and outdoor condenser for our Air Conditioning system, to install a UV light purification device, and to install additional insulation on the ducts in the attic. Saldi's total estimate for the project is \$6415.70 (although the quote included tax, so the project cost should come in under that budget). Meredith seconds the motion, all in favor, motion carries unanimously. He will start tomorrow and finish

- by the end of the week. We have the money to pay for this outright, but will still submit insulation and siding for the summer grant.
- Alix sent four companies the diagram for the roadside sign that we all agreed on last month, about 6 feet wide by 4 feet high, to fit in the existing posts. Vital Signs can do the job for \$3980. Infamous Graphics can do the job for \$4500. One-Day Signs did not issue a new bid, they are too busy to do the job. Vital Signs installed our existing sign, and Sara has had a positive relationship with them. The quotes were for removing the old sign and disposing of it and installing a two-sided internally lit acrylic sign box with vinyl letters. Alix is going to reach back out to both businesses to find out about warranties, and we will vote via email once we have more information.
 - John Gavin is going to prepare the side garden for the Jennifer Mann Memorial Garden. He installed the latest round of bricks today, and he will donate more fruit trees for the back garden.
- **Fundraising / Annual Appeal:**
 - Sara has a good Garden Day plan, but would be happy to add more people if anyone has suggestions. Sara feels that Saturday events are shrinking and wonders about continuing them. Relatedly, Sara feels like it's harder to get vendors/artists/authors for Garden Day. Maybe we should evaluate after Garden Day to see if we should pivot to something like an Art Night and invite artists on a weeknight instead of Saturday events. Volunteers are needed on 6/7 from 9 am to 3 pm.
 - We have a concert planned for 7/16, Jazz at the Library. Sara booked a band, and we will promote it as a picnic in the backyard, with potentially a book swap table.
 - The Committee wrote a Spring Fundraising Appeal for building work, letting people know about our recent building maintenance issues and are stuffing envelopes as we meet, so we can send it out tomorrow.
 - Bake-Off ideas for future: Fall Fest replaced with a fall bakes bake-off. Pi Day 3/14 for pies and tarts.
 - **Nominating:** Last month, we discussed if we should go up to 13 board seats for 2026, as we are not having a separate Friends of the Library group. We are currently at 11. Our board is enormous for the service area that we serve, but we don't have a Friends group. Sometimes a large board is inefficient, but we are not at this size. In order to change the size of the board, we have to change our bylaws.

Our charter allows a range of members from 5 to 15, and the bylaws sets the specific size. If we make this change and don't find it works for us, we can again change the bylaws.

- Andrea makes a motion to add two seats to the Board of Trustees beginning January 2026, bringing our total to 13. Annie seconds. All in favor, motion passes unanimously. The motion gives the Nominating Committee the power to go forward with lining up three candidates for January's slate, as Fred is completing his term and not staying for a second term. The bylaw change will be enacted in November 2025.

- **Personnel & Policy:**

- UHLS Equity Challenge updates: the Committee had a meeting about the challenge, and we have almost the entire challenge completed, except for one that requires an outside person to come in. Virginia has reached out to a contact to come do an ADA audit for us. This project is in motion, with a target of completion by the end of summer.
- Graphic of Library Income: Our goal is to let users of the library know where funding comes from and how their money is spent. Should this graphic be on the website, or should it be displayed physically in the library, or in the next library email newsletter? Meredith will turn data that Andrea has shared into a pie chart or some other attractive graphic.

Old Business:

- 2026-2029 BCL Long Range Plan Ongoing Review. The plan needs to be active starting in 2026. Board members should continue to read it, review it, and suggest changes.
- Collaboration with Tamarac School: Sara had Mrs. Allin's 3rd grade class visit for an hour, to get a tour, make a bookmark, and bring home a new book. Sara will do two school visits in June orchestrated by the new librarian.

New Business:

- June 11th UHLS Annual Awards: Alix was nominated to be Trustee of the Year for UHLS and won! See below for the text of the nominating letter, exhibit A. Many members plan to attend.

Next Brunswick Town Council meeting: June 12, 2025 at 7pm (*Therese Goyette attending*)

Next Library Board of Trustees meeting: June 16, 2025 at 6pm

Adjourn: 7:34 Therese moves to adjourn the meeting, Fred seconds. All in favor, motion carries unanimously.

Exhibit A

Ms Favreau,

I write on behalf of the Brunswick Community Library to nominate our current Board President, Alix Duggan, for UHLS Trustee of the Year. In 2024, and in many previous years, she has provided irreplaceable services and ideas for our library. In 2020, she was the pro bono architect for our library expansion plans, and has since stewarded the library building as a member of our Buildings and Grounds Committee - sometimes the sole responsive member, available to our director at any hour of day or night, should the library be without power, or having a plumbing issue, or a leak. Whether the problem is major or minor, Alix facilitates both the temporary fix and the follow-up meetings with specialists and contractors through the repair process. For example, just last month we had a major septic issue. Alix contacted the plumber, who replaced the broken part, but Alix alone cleaned and sanitized the basement of the library after it was affected by the issue, and is now working to get quotes on how to revamp the septic system so there is not a recurrence. In the summer of 2024, we began to have issues with our HVAC system, and Alix came every time to engineer a temporary solution to limp it along, while (still today) working to obtain quotes and grants for a replacement and upgrade to the system. These projects do not pigeonhole nicely into a 2024 accomplishment, but I feel they demonstrate her commitment and farsightedness.

Since our library building expansion in 2020, she has pushed our Director to expand our program offerings. In 2024, we co-hosted a program with LASNNY and the Empire Justice Center. This Name Change Clinic for the transgender community wound up being a divisive topic in our conservative town. Alix defended the library in the public square, despite negative pushback from our own town government, and rallied our community so that the library staff and the nonprofit staff felt safe conducting their very successful clinic. Our library won LASNNY's Community Partner Award thanks to this clinic and the handling of the community response, and many other UHLS libraries are now following our lead to host this program as well.

As mentioned above, our library is in a conservative town. We receive a large portion of our funding from the Town, as a line on their budget. Thanks to Alix skilfully negotiating with the Town Supervisor, we saw an impactful increase in our 2024 budget which allowed us to give the staff well-deserved raises, and to operate with our budget comfortably in the black. In 2024 the Finance Committee, including Alix, started the process of working with a financial advisor to invest some of the excess to grow our own endowment. Alix is compelling in her ability to focus on the needs of the library in the present moment as well as envisioning a brighter, more secure future for our library.

Respectfully,

Annie Metzger, Brunswick Community Library Board Secretary