



Brunswick Community Library
BOARD OF TRUSTEES MEETING MINUTES
July 15, 2025

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

Call to Order: 6:01

Present: Virginia Anderson, Alix Duggan, Meredith Lee-Clark, Annie Metzger, Carol Rosbozom, Andrea Wedler, Debra Zaffuts

Excused: Brittany DeWire, Therese Goyette, Yusuf Silk, Fred Wobrock

We began the meeting with the unveiling of a bronze Jennifer Mann Memorial Garden Plaque, donated by Katie Dolan. Present were all the board members listed above, with the addition of the Mann Family and Iris Duggan.

Happy Birthday to Andrea Wedler!

Approval of June 2025 meeting minutes

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

Treasurer's Report

- Approval of June 2025 Treasurer's Report: The finance committee logged on remotely to go over and approve the Treasurer's report, which was sent via email in advance to all board members. The finance committee moves to approve the report; seconded by Deb. All in favor, motion carried unanimously.
- \$125,000 passed to Fagan to be invested.

Director's Report

- Monthly Community Message: Check the Events page of the website for all of our amazing summer programs! And join summer reading!
- The numbers for the Director's Report were sent out via email to all board members prior to the meeting.
- The Director's Discretion Spending Cap is currently at \$300, as an unwritten policy; functionally, this means Sara has to have board approval for any purchase that exceeds \$300. At the Board's request, Sara sent an email to her fellow UHLS directors to find if they have one and what their discretionary spending cap is. Generally, the limit is much higher, even for similarly sized libraries. After much discussion about how much those other library budgets are, and therefore what percentage of the budget the discretionary cap would include, and what kind of items our director generally wishes to purchase without requesting approval first, we decided to raise the limit, and divide it into two categories: general discretionary funding and building maintenance and repairs. We would like to create a written policy that the director can spend \$2500 in discretionary funding without seeking board approval, which is below the limit on the debit card that she uses. We would like to create a written policy that the director can commit to spend \$10,000 on building maintenance and repairs without board approval, although she does not have a checkbook to write the check at the moment. Further details below in the Personnel and Policy section.

Committee Reports:

- **Building & Grounds:**

- Roadside Sign project is going to begin very soon. The quote for \$3890 from Vital Signs was accepted, and Andrea sent the 50% deposit yesterday. He should begin as soon as he receives the check.
- Backyard projects: we don't know enough at this point to commit to any project. The concrete projects can continue because they will be separate from the septic project. Both currently-inaccessible doors will get ramps, and a concrete pad added to the back yard to put a pavilion up. Alix continues to seek quotes. Former board member and current Town employee Kevin Mainello suggested getting a propane tank survey done to see if the propane tank can be moved to a spot that is less "prime" real estate, closer to the trees. Plumber Jeff Geene also suggested this possibility. Alix scheduled one with Main-Care for later in this week.
- Septic Project: We don't actually know what we have for a septic system. Previous board members are not sure that there is a septic tank, but maybe only be a holding tank? Alix has been contacting all of the people who were board members in 2008 who were involved in the renovation to find out who knows what. The town does not have any of our plans on file due to flooding in the archive building, neither does the county health department have any record of any plans for this property under any name. It is a bit of a mystery. Andrea suggests asking Marilyn the accountant who she paid the check for septic work to back in 2008. The plumber will not give us an estimate for new septic work until he can see plans or a septic survey. Alix makes a motion to hire the septic company (Drain Care Septic) to do a septic survey so that we know what is going on before we continue pursuing our 2025 construction grant bids. Virginia seconds. All in favor, motion carried unanimously.

- **Fundraising / Annual Appeal:**

- Spring Appeal Letter update: we covered all our costs and then some. Money continues to come in, with an additional \$400 in checks collected by the treasurer today, en route to be deposited.
- Jazz Event is tomorrow! We have gift bags, we'll have beverages, baked goods, popcorn, cotton candy. Board members arrive at 5 to set up, event at 6.
- We have another date to run the 50/50 at the town concert, in two weeks, on 7/29.

- **Nominating:** We are increasing our number of board seats for 2026 from 11 to 13 due to our lack of a Friends group.
- **Personnel & Policy:**
 - Creation of a Director’s Purchasing Policy: Meredith moves to charge the personnel and policy committee with drafting a Director’s Purchasing Policy that will be put in front of the board at the September meeting. Andrea seconds. All in favor, none opposed.
 - UHLS Equity Challenge updates: Meredith, Annie, and Alix are meeting on Sunday to go over the ADA checklist.
 - The language for the bylaw change regarding Trustee Term Limits will be discussed at the September meeting and added at the October board meeting
 - *Proposed “New Trustee Packet”:* The P&P committee will meet in person in the fall to put together the trustee packet.

Old Business:

- 2026-2029 BCL Long Range Plan is still open for edits and comments until October. We will vote on it in November, during our final business meeting of the year.
- After June’s meeting, the majority of the board met with Chris Sagaas, UHLS director, to hear his response to our discussion about day-hab group relationships with libraries. He is in absolute agreement that singling out any kind of group or individual is not a policy that UHLS will promote. He sent an email to Judith Wines (director of Adult Services at UHLS), all UHLS directors, and board presidents saying clearly that UHLS discourages any instrument that establishes a barrier to service or makes someone feel “othered” in our libraries. He also endorsed our suggestion on training library staff on how to interact with all patrons, including those with visible and/or invisible disabilities, and says he is exploring the possible formation of a UHLS Accessibility Committee that acts to keep these issues top of mind for UHLS and its member libraries.
- Subaru Share the Love check arrived for \$12,010. They would like us to share a statement of purpose with them on how we will spend the money. Sara and Alix are drafting the language. The money will be used to improve our outdoor spaces for community programming, specifically a pavilion.

Next Brunswick Town Council meeting: August 14, 2025 at 7pm (*Yusuf Silk attending*)
 September 11, 2025 at 7pm (*Virginia Anderson attending*)

Next Library Board of Trustees meeting: September 16, 2025 at 6pm
Fundraising Committee will meet August 19, 6 pm, to discuss Fall Fest. All board members are encouraged to attend!

Adjourn 7:14

Motion to adjourn by Alix; seconded by Carol. All in favor, motion carried unanimously