



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

September 16, 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

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

Approval of July 2025 meeting minutes: Motion to approve by Carol; seconded by Brittany. All in favor, motion carried unanimously.

Treasurer's Report

- July and August 2025 Treasurer's Reports were sent via email prior to the meeting. Our expenses were under budget and our income was over budget. Our investments are starting off well, making more than we would have in a CD, but we acknowledge that there will be ups and downs. The finance committee motioned to approve the July Treasurer's report, Yusuf seconded. All in favor, motion carried unanimously. The finance committee motioned to approve the August Treasurer's report, Deb seconded, all in favor, motion carried unanimously.

Director's Report

- Monthly Community Message: September is Library Card Sign Up Month! Peer pressure your friends if they don't have one. Share news of the fall programs. If you have friends that you think would run a good program, send them Sara's way.
- The Director's Report was sent via email prior to the meeting. Two Bee Honey was here today, and Herb Club will be here tomorrow for a natural dye class and Kai Thomas will be here after hours. Jazz Cafe is our next big thing - we are looking for baked good donations.
- 9/18 - History Talk: Phebe Orvis, an Extraordinary Ordinary Woman
- 9/27 - Jazz Cafe & Book Sale
- 9/30 - Kid's Book Club: Secret Garden Dioramas
- 10/1 - Clothing Clues: How Fashion Can Help You Date Historical Photographs with former board member Jennifer Gordon, also LASNNY/Empire Justice Center will be here to do a name change clinic
- 10/9 - Adirondack Wildlife
- 10/31 is a half day at Tamarac so there will be a crafting extravaganza and trick-or-treating at the library! Volunteers, candy donations, activity ideas are needed.

Committee Reports:

- **Building & Grounds:**

- Roadside Sign is supposed to be installed this week, but we haven't heard what day. Alix will reach out to see what's happening.

- Backyard projects: We are not certain if Main Care came for the propane tank survey - they said they came and left a hard copy report with Sara, but Sara was not present, so this is not possible. Alix will follow up with them. Concrete pad pouring etc: Alix had spoken to Kevin Mainello who was supposed to come and look at things, but she has not heard from him; she'll follow up with him.
- We may need to pay for a septic inspection ourselves; there's no survey on record with the county. That project is still on hold.
- Yusuf installed some (not quite all) of the floating bookshelves for forward-facing book display. They look great!
- There are several small projects outstanding: a front-facing bookshelf for children's books by the checkout desk has been purchased and not yet assembled, the raised beds for strawberries have been purchased but not assembled, etc.
- **Fundraising / Annual Appeal:**
 - Honor Garden update: 7 bricks ready to go, we'll see if we can get a few more at the Jazz Cafe. Fred plans to continue spearheading the Honor Garden enterprise after his term ends at the end of the year.
 - Upcoming Events:
 - Jazz Cafe Event 9/27 2 to 3:30 pm - low lights, small tables with LED lit centerpieces which will be raffled off. Baked goods, coffee etc. for donations. Book sale. Musicians - a Jazz duo - are paid for via a grant.
 - Blind Date with a Book for Valentine's Day. Holiday Baking Championship in Nov/Dec. Plans will be made after the Jazz Cafe.
- **Nominating:** Update on nominees for Board seats in 2026: Jonathan Mann and Jenn Shatz. Anyone have a third?
- **Personnel & Policy:**
 - After our discussion at July's meeting, Meredith worked on creating a Director's Purchasing Policy. Based on the purchasing policies of other similarly-sized libraries, she wrote a quite comprehensive one for us. It was sent via email prior to the meeting, and, after a thorough discussion, Meredith will send the revised version in the next week, so that we can vote at our October meeting. The purchasing policy should be

- reviewed/revised every 3 years to account for inflation; this could be noted in our long-range plan.
- Discussion of Trustee Term Limits as defined in ByLaws: During a discussion of the revision that Meredith had sent prior to the meeting, it was noticed that the ByLaws document in Google Drive does not match with the ByLaws document displayed on our website, so Meredith is working with the P&P Committee to rectify these discrepancies. It appears that the Google Drive document contains bylaw changes that we want to make, but have not voted on. Once this is determined, the revisions will be shared with the full Board, discussed at the October meeting, and then voted into effect at the November meeting.
 - The P&P committee proposed creating a “New Trustee Packet” including:
 - Bylaws
 - Explanation of legal requirements to be a public library (and an explanation of how we are an association library)
 - A walk through of board approved policies
 - An actual walk through of facilities
 - Overview of the budget: how is the library funded, and how is the library spending
 - Description of committees and expectation of how many each board member joins
 - Copy of open meetings law
 - Conflict of interest form
 - Expectations for board members
 - UHLS trustee handbook
 - Outline of the annual calendar, including the regular events
 - Digital protocols policy
 - And Deb wrote a little narrative for people who might be interested in becoming board members, but want to know more about it before agreeing.
 - We are working on it. Feel free to suggest other things or take on the creation of one of these items!
 - UHLS Equity Challenge updates: Meredith, Annie, and Alix worked through the ADA checklist in July and found that our library is generally compliant, with a few small repairs and changes we can make. Virginia has links to vision impaired keyboard/mouse to purchase and hearing impaired adaptive equipment to purchase and will share that with Sara ASAP. Deb will review the Equity Challenge documents

to see what tasks are still to complete, with an eye on the aspects that are board focused work, as opposed to staff-focused work.

Old Business:

- 2026-2029 BCL Long Range Plan Ongoing Review: we have made some edits, including a goal of reviewing library policies every 3 years.
- Spring Appeal Final Income: \$16,000 less \$2000 in expenses, net gain \$14,000. Congratulations, all!

New Business:

- Subaru of Troy's Hometown Charity for the 2025 Subaru Share the Love Event will benefit the Library again!
- The Brunswick Library is receiving an Arc of Rensselaer County Community Partners Award, with a breakfast on Oct. 9. Sara will be accompanied by several board members to accept our award!
- Today is the Troy Public Library vote. We wish them ALL the best and hope everyone in Troy votes YES.
- In October, the library will be the recipient of the Hannaford buy-a-bag program.
- The library website could use a few revisions about where information should be. Brittany will send the requested changes to Sara in writing.

Next Brunswick Town Council meeting: October 9, 2025 at 7pm (*Annie Metzger attending, reading the director's report as Sara will not be in attendance*)

Next Library Board of Trustees meeting: October 21, 2025 at 6pm

Adjourn 7:40: Alix motions to adjourn the meeting, Andrea seconds, all in favor, motion passes unanimously.