



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

November 18, 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

Approval of October 2025 meeting minutes: Motion to approve by Alix; seconded by Therese. All in favor, motion carried unanimously.

Treasurer's Report

- Approval of October 2025 Treasurer's Report: The Treasurer sent the report via email in the days leading up to the meeting, and the Finance Committee met immediately prior to this meeting to discuss the report. The Finance Committee made the motion to approve the Treasurer's Report; seconded by Yusuf. All in favor, motion carried unanimously.
- The money has moved out of the CD and on to Schwab. The Schwab account has largely been doing well, as are our finances generally. Looking at the YTD budget number, we are a bit under our budgeted income but way under our budgeted expenses.
- 2026 Preliminary Budget is in progress. Our budget officially includes \$163,613 from the Town of Brunswick, which includes an appropriate standard increase from last year. Andrea will send out our 2026 budget prior to the January meeting so that we can arrive ready to vote.

Director's Report

- The monthly statistics were shared via email on 11/5/25.
- Monthly Community Message: We are collecting food for the Brunswick Cares food pantry, and running our Snack Club every weekday. Storytime has been packed to the rafters; Sara feels that the online promotion of Snack Club has helped draw in new families for Storytime.
- We have a lot of great programs coming up. Both November and December have lots of programs in the first halves of the months, with not much happening in the second halves because of the holidays - it is a very intentional arrangement of the calendar to match attendance trends.
- Halloween was great. We had 240 attendees throughout the afternoon, spaced out very nicely. Sara is planning a similar event for Winter Wonderland on December 11th because it went so well.
- We have almost 30 people RSVPed for the Friendsgiving tomorrow!

Committee Reports:

- **Building & Grounds:** Yusuf installed a new paper towel holder in one bathroom, to make it accessibility-compliant, as well as installing our period products dispensers that are grant-funded. The condenser pump on one of the furnaces seems to have stopped working. Sara will call the library's plumber to take a look.

- **Fundraising / Annual Appeal:** Honor Garden: 7 bricks on the way, to be installed this year.
 - Holiday Cookie Bake-Off: we have several judges lined up who are excited to participate. Planning continues apace.
 - Holiday Appeal postcard: we've got it ready to print, but didn't get it printed in time to stamp tonight. We're getting it printed 6x9" so it has a strong visual impact. We may have a quick labeling party to get it in the mail before Thanksgiving, watch your inboxes.
- **Nominating:** Portfolio of nominees for Board seats in 2026: Jonathan Mann, Jenn Shatz, Rick Jensen are all lined up and excited to join us!
- **Personnel & Policy:**
 - VOTE: Meredith motioned to approve the bylaws as noticed at the October meeting; seconded by Andrea. All in favor, motion carried unanimously. Meredith will get this updated bylaw saved in PDF format and sent to Sara to put on the website before Thanksgiving.
 - New Trustee packet is coming along. All board members should take a look!
 - ▣ **New Trustee Handbook** this is a link to the folder in the Drive where you can view the documents.
 - Equity Challenge updates: Deb is working through the policies to check for "equity language."
 - Director's Evaluation: All the committee members have completed their individual evaluations of Sara. Annie will compile them for Alix, who will meet with Sara on 12/1 for her annual evaluation.
- **Ad-Hoc Website Committee:** How many years worth of board meeting minutes should we have up on the website? It seems like there is no clear answer, and we can choose whatever we'd like, if all minutes are still available in person at the library in compliance with open meetings law. After some discussion, we settled on keeping 7 years of minutes on the website, just to have a policy in place.
 - The Committee tightened up the layout of the website, largely on menu formatting and navigation.
 - Sara also added a Community Resources page to help people find food pantries, etc. https://www.brunswicklibrary.org/?page_id=8337

Old Business:

- VOTE: The executive committee makes the motion to adopt the 2026-2029 BCL Long Range Plan; seconded by Meredith. All in favor, motion carried unanimously. Alix will send a clean PDF to Sara to post on the website.
- Nov. 3rd Elks dinner is indefinitely postponed. Our big booster within the Elks is working hard to get us a new date for a fundraising dinner.

New Business:

- News from other UHLS Libraries: North Greenbush seems to be seriously struggling, both in their facility and in their governance. The library does not have a bathroom for all of its open hours, as they share with the Town Offices, which are not open during all of the library open hours. They are trying to move, wanting to buy land and build a building, but they are not

getting traction. They have one of the largest physical collections in UHLS, which leaves them with very little room for programs and people to hang out. East Greenbush: The Town of East Greenbush is taking via eminent domain land that the Library owns, to erect a new Police Station. The relationship between the Library and the Town Supervisor is very sour. Stephentown: Something strange is going on with the budget proposition on the ballot from Nov 4, where it was overwhelmingly voted NO, to a suspicious degree. The library has been asking people to sign an affirmation if they voted YES, and the numbers are not adding up. They have asked BOE for a manual recount.

- UHLS CORE Trustee Training on February 24th at 6pm (no meeting on Feb 17th)
- I love my librarian nomination! is open through December. Alix will submit a nomination of Sara on behalf of the whole board.
- Sara would like to put up a sign and some social media posts encouraging people to STAY HOME when they are sick.
- Deb attended a webinar through the Sand Lake library about 'high functioning boards and friends' and her conclusion was that we are, in fact, a high functioning board.

Next Brunswick Town Council meeting: December 11, 2025 at 7pm

(Fred Wobrock attending, Yusuf Silk presenting Director's report)

Next Library Board of Trustees meeting: January 20, 2026 at 6pm

(Annual Meeting at 6pm, followed by Monthly Meeting/Organizational Meeting)

MONDAY December 15th 6 pm will be our Board Holiday Party

Adjourn 7:24 pm: Brittany moved to adjourn, Carol seconded, all in favor, motion carried unanimously.