

**Brunswick Community Library**  
**Board of Trustees Meeting Minutes**

**February 15, 2022**

Attendees: Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Grace Kosinski, Jen Mainello, Kevin Mainello, Matt Perfetti, Anne Poleto, Jennifer Shatz, Kelley Triscari

Excused: Dan Casale, Tom Mahoney

Call to order 6:03 PM

Resignation of Laurel Colasurdo – Laurel moved out of town, so is resigning as per the by-laws. She can continue as a non-voting member and will help with the annual appeal.

Approval of January 2022 minutes – Motion to accept by Alix Duggan; seconded by Maureen Cox; all in favor; motion carried.

Treasurer's Report – All is good. The financial statements were circulated via email. The Finance Committee approved the Treasurer's Report for January; seconded by Matt Perfetti; all in favor; motion carried.

Director's Report – The full report was distributed via email. Sara noted that she received an unexpected expense for the Meraki firewall and access point. This had last been paid under the previous director five years ago. Alix Duggan moved to pay the \$550 for the Meraki renewal; second by Maureen Cox; all in favor; motion carried. Sara said that the January numbers were good and we are back to pre-pandemic levels. Tomorrow she is presenting a reading workshop to her largest group ever. The annual report is being completed – what is asked changes every year.

Committee reports:

Building and Grounds – Alix received the quotes from Crisafuli Brothers Plumbing & Heating for the HVAC update and UV filtering. There will still be sufficient money under the construction grant to run power to the shed.

Annual Appeal/Fundraising – Jen M. has to order the sandwich board. She would like to take an informal survey on the past events. She also wants to work on a vendor contract form and reach out to Pig Pit. Garden Day is scheduled for 6/4. Sara has a "save the date" graphic, but didn't know what time to say. We are going to look into doing another Recover Room fundraiser or perhaps check with other restaurants. Kelley will speak with Laurel about the Appeal. The Spring mailing is easier since it is targeting previous donors. We would hope to have it out by the end of April.

Human Resources – Nothing new to report

Technology – There is a lot to discuss amongst the committee. Alix, Sara, and Anne met to go over working with Google Docs. Sara's creation of folders and sharing permissions will take on a more official duty. We will need training and will have to be careful when sharing and uploading. The committee would work on recommendations. We have our domain through Google so all the trustees can have email accounts. Sara would create and delete the accounts. The committee will work on a presentation in March, then work on a usage policy. The plan is to go live in May.

Nominating – With Laurel's resignation, Dan will become the chair. We are now looking to add three new people. Fred Wobrock is interested in coming back.

Old Business:

Girl Scout project – nothing to report yet

New Business:

Mask wearing in the Library – Marthe Ann asked for everyone's opinion. A majority of the members felt we should follow what is being done at Brittonkill. Maureen felt that we should follow the CDC guidelines, but as a private business we can make our own decisions; we should be fully informed and make it easy for the staff to explain. Sara is concerned that the patrons' responses are escalating when asked to put on a mask and is worried about the staff's safety. The other libraries are split in their requirements. Jenn S. commented that things will probably change again in March. Sara explained that, in general, patrons who "break the rules" are given three chances and the response is up to the Director's discretion. She has never had to ban anyone. We aren't getting any guidance from UHLS or the State, so everyone agreed that we should follow the Dept of Education recommendations, especially since we are considered an educational facility. While it is hoped that people will continue to wear masks for the time being, the staff will not force the issue.

Next meeting –3/15/2022 at 6 PM.

Town Board meetings –3/10/2022 at 7 PM. Grace is scheduled to attend.

Meeting adjourned at 7:09 PM as moved by Jenn Shatz; seconded by Matt Perfetti; all in favor; motion carried.

Respectfully submitted,

Anne Poletto