

Brunswick Community Library
Board of Trustees Meeting
May 21, 2019

Attendees: Sara Hopkins, Ann Clemente, Maureen Cox, Laurel Colasurdo, Tom Mahoney, Ann Poletto, Dan Casale, Matt Perfetti, Jenn Schatz, Marthe Gabey

Guest: Alix Duggan

Excused: Kevin Mainello

Call to Order: 6:14 pm

Approval of April 2019 minutes. Motion to accept by Maureen Cox. Second by Laurel Colasurdo.

Treasurers' report approved by Finance Committee. Second by Anne Poletto.

Director's Report presented by Sara Hopkins. Trunk Hop was successful with 400 door count. A lot of positive press received for the event. Tot's Music class was also successful. \$800 received from Stewart's Match Grant to be used for children's programs/materials. Childrens programs attracted 779 patrons. Adult programs attracted 351 people. All previous clubs continue and there is one new Book Club. Karen has retired and Angela is the new full time assistant. Usage stats: 3083 patrons, physical and digital circulation increased from 2018. Library earnings are stable. Social media update. The engagement stats are good. Tamarac GSA (Gay Straight Alliance) Storytime to read to all youth May 31, 2019 at 3 pm. Goal is to highlight LGBTQ in the community. The board discussed a 'point' person within the library who will interact with the public. It was decided Sara will be our 'point' person. Sara reported the front pillars are separating. The rain barrel to be removed. Hornet's nest is starting out front. State aid construction dropped 58.82% in the upcoming budget. UHLS is to receive \$444,000 for all libraries. On the good side, BCL has 75% match available. Upcoming events: Pottery class 5/17 and 5/24; Special Needs Chair Yoga 5/31; Tamarac GSA Storytime 5/31; DIY Photo Folios 6/7; and Garden Day 6/8/19.

Nominating Committee:

Although our bylaws state the Board can operate with as few as 5 members, we would like to maintain the maximum of 11. The Nominating committee has nominated Alix Duggan to fill the empty spot on the board on Sara's recommendation. Alix is a self-employed architect in Brunswick. She has served on several boards in the past. Alix was interviewed by Tom Mahoney and Ann Clemente. They recommend her to the board to fill out the remainder of Amy Kiley's term. She would then be eligible to be elected to her own term.

Executive session entered at 6:47 pm to discuss and vote on nominating committee's recommendation. The committee believes she will be a great asset to the board. There was a question of whether Alix would be eligible for a second 3 year term as the bylaws state a limit of 6 years but the bylaws also state that this can be waived by the board. Motion to accept committee's recommendation made by Jenn Schatz. Second by Marthe Gabey. Executive session ends at 6:55 pm.

Alix Duggan joins the board.

Old business:

Annual Appeal: quotes have been gotten from Silver Griffen, Bonesteel and Prout. All f fairly close. \$630 already generated from newsletter.

Capital Campaign: Laurel has put it on back burner secondary to her work. She will be able to devote more time after June 30.

Committee Reports:

Building and Grounds: parking lot sealing will be deferred to next meeting as Kevin Mainello not present. Pillars will be repaired by Tom Mahoney.

Friends of the Library: Garden Day 6/8/19. BOT usually donates a Lotto basket. We will give money to Ann Poleto and she will create basket. Friends will also contribute \$800 to BCL this quarter for programming.

Policy and Procedures: Committee separated policies into three categories; patron, internal and law policies. The committee is reviewing the policies but several were found to need little revision. They are being presented to the board for adoption. The Finance committee policy, confidentiality policy, photo release policy, and sunshine policy are presented. Motion to adopt these policies made by Maureen Cox. Seconded by Marthe Gabey. Open Meetings Law presented with change to include website and social media. Motion to adopt made by Tom Mahoney, Seconded by Laurel Colasurdo. A recommendation to remove the Recruitment policy was made since recruitment of board members is covered in the bylaws. Motion made by Maureen Cox, seconded by Dan Casale.

New Business:

Advertising and Sponsorship: Country View Diner sent request to advertise on placemats. The ad is 4 x 2 inch on 10,000 placemats for \$250. The board does not support. Youth Athletic Team Sponsorship Playbook at Tamarac High School reached out to us. The board does not support. Facebook advertising was discussed. The board does support this advertising.

Annual UHLS Celebration: Dinner to be held at Holiday Inn Express New Loudon Rd. on June 12, 2019 at 5:30 pm. Sara will receive award for Special Needs Chair Yoga. The board receives one free ticket to the event. We will invite Phil Harrington to be our guest.

Better World Book Drop: Sara presented the Better World Book Drop operated by Better World Books as a solution to the extra books we have. It is a 4 x 5 x 5 foot box left outside for donations. Donations are resold or recycled. Guilderland and Albany libraries already utilize this service. The board

had several questions but barring negative feedback a motion was made by Maureen Cox to adopt this service. Second by Laurel Colasurdo.

Library Insurance: Library and Sara covered by Selective Insurance. Question arose is Sara covered during programs and will BCL be covered if playground placed. Sara will inquire. Also noted that Nicoll and MacChesney covers the director and officers.

Sexual Harassment training: Must be done by October 2019. Sara wants suggestions for 'trainers'. Since there are part time employees a webinar is an option for training. Sara will check with UHLS and Chamber of Commerce for programs and prices.

Chamber of Commerce: renewal coming up in July at a cost of \$500/year. Not much return noted from investment. Motion to not renew membership made by Matt Perfetti. Second by Jenn Schatz.

Next meeting 6/18/19

Town meeting 6/13/19 – Ann Clemente

Adjourn 8:12 pm. Motion by Maureen Cox. Second by Anne Poletto.

Submitted by Marthe Gabey