

**Brunswick Community Library
Board of Trustee Meeting Minutes
November 19, 2019**

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

Call to order: 6:07 pm

Ann Clemente reminded the board that in two years, November 2021, the mortgage will be paid off.

Approval of October 2019 minutes after minor corrections were made. Motion to approve made by Laurel Colasurdo. Second by Matt Perfetti.

Motion to approve Treasurer's Report made by Finance Committee. Second by Tom Mahoney.

The bookkeeper, librarian, and treasurer worked hard to develop a prudent budget. Maureen Cox discussed the process that she and Sara worked through to create a balanced budget taking into consideration the minimum wage increase. The 2% increase from the town will be absorbed by the increase in minimum wage.

In the next several months there will be a focus on fund raising. Ann Clemente and Laurel Colasurdo will help identify potential donors. The annual campaign consists of 98% individual donors.

Director's Report:

Physical circulation 3991-flat from 2018
Digital circulation 1201- +19% from 2018
Total Circulation increase 3.7% from 2018

Customer count for October 3961

Programming had 1781 attendees, 1000 were at Trunk or Treat. Because the event was a large success and weather was a question mark as far as rain and wind is concerned, the idea of obtaining a banquet tent in the future was raised. Local vendors will be investigated. Children's programs attracted 1436 children and adult programming attracted 344 adults. January and February will put more focus on adult programming.

Social networking attracted 1.1 thousand views. BCL has had a trial run of the DONATE button on Facebook with no major problems.

The Fine Free program will be held November 21 at UHLS. Since fine free has been instituted at BCL circulation has increased by 2000 items, late returns have only increased by 2%. Lost items have not appreciably changed.

Art and Authors night was successful but attendance was lower than 2018. It was felt that the event conflicted with a Brittonkill school event. In the future the PTSA website will be checked to try to avoid these types of conflicts.

Future events: Board night, November 22 @ 2 pm
Holiday Party, December 13 @ 4 pm
BOT holiday party, December 17 at library. This will be a pot luck. A sign up sheet will be passed around.

New copier has been installed and is working well. It is from North Company and is cheaper than the last copier.

PayPal is up and running for donations. After nonprofit verification the fee will be 2.2%. Donations are direct deposited every 2 weeks. Donations through Facebook are not subjected to a fee since BCL is nonprofit.

Annual Appeal letters will go out in the next 2 weeks. They will be sent to 'givers' only (patrons who has donated in 2017, 2018 and 2019).

Saturday hours will change December 1 to 10 am - 2 pm. Although library hours of operation have been discussed often, the move to decrease the hours of operation on Saturday was almost necessitated to fit the proposed budget.

Committee Reports:

Building and Grounds:

The propane tank is about ground because it belongs to Main Care. The topic was raised because the question was raised that the tank is an obstacle. The decision was made to not bury the tank at this time because BCL may need to buy a new tank and a larger tank may be needed if a expansion is done. A barrier (fence) can be placed around it and the barrier can be moved relatively easily if needed.

The basement clean out is almost complete. The books are gone but there is some paint and racks which need to be removed.

Human Resources:

Bylaws will be reviewed early 2020.

BCL needs a Whistleblower Policy for tax purposes. A Conflict of Interest Policy, Whistleblower Policy and Record Retention Policy was be presented at the January 2020 meeting.

The discussion for the Record Retention Policy brought up the question if the BCL needs a fire safe.

Nominating Committee:

There will be 2 trustee vacancies January 2020. Resumes for two candidates were distributed; Kelley Triscari and Derek Foster. In addition to the election of the new trustees in January 2020, Marthe Gabey, Dan Casale, Maureen Cox and Ann Poleto will need to be elected to a second term.

The January board meeting will be preceded by the Annual Meeting. The public is invited to the annual meeting. Notice of the Annual Meeting will be posted at the Library and Town Office by the secretary in December 2019. The Annual meeting consists of reports by the President, Vice President, Treasurer and the Nominating Committee.

Friends of the Library:

Art and Authors Night had a good turnout of 80 people. There were three raffles: a quilt raffle, 50/50 won by Dan Casale, and a basket raffle won by Ann Poletto.

Light a light Holiday fundraiser will be held. Donations will light a light on a wreath hung in the library.

Next Friends meeting is January 4, 2020.

New Business:

Conflict of interest waiver to be signed by all board members at next meeting.

There is a third person, Jennifer Sanderson Mainello, interested in becoming involved in BCL. In order to keep her engaged and to support Sara a new standing committee is proposed, a Community Outreach Committee. This will join Finance, Building and Grounds, Human Resources and Nominating as standing committees. Initially the committee will consist of Jennifer, Sara and the BOT president. The committee will help Sara with planning and executing programming and special events.

The proposal for early library closing for special events was made and agreed to.

Alix brought up the idea that the library board should think about moving to a new space instead of renovating the existing space. New construction may be cheaper than renovation.

Meeting adjourned: 7:49 pm. Motion made by Maureen Cox. Second by Anne Poletto.

Submitted by Marthe Gabey