

**Brunswick Community Library**  
**Board of Trustees Meeting Minutes**  
**April 20, 2021**

Attendees: Dan Casale, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Tom Mahoney, Jen Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz, Kelley Triscari

Excused: Kevin Mainello

Call to order 6:02 PM

Note: This was a hybrid meeting

Approval of March 2021 minutes – Motion to accept by Maureen Cox; seconded by Laurel Colasurdo; per rollcall vote, all in favor; motion carried.

Treasurer's Report – Maureen Cox noted that we are on target and on budget. The Finance Committee approved the Treasurer's Report for March; seconded by Alix Duggan; per rollcall vote, all in favor; motion carried.

Director's Report – The digital NewsBank service is still strong. There were 82 STEAM take-home kits and 20 checkouts from the seed library. Individual eggs hunts were done when requested. In-person browsing started on 3/15 and patrons were raving about the new library layout; Sara thanked Alix for her vision. Per UHLS, books no longer need to be quarantined upon return. Staff have to retake Passport training before the library can process them; there are 12 training modules and a test. Laurel asked about museum passes. Sara didn't purchase any passes while places were closed due to COVID. The passes are very expensive, but a few will be purchased. The Rensselaer County Legislature recognized us during library week; this is a national event and could be a fundraising opportunity next year. The Audio books section is being made smaller; most new devices don't have CD or DVD players. The trend is for a "Library of Things" (fishing rods, cake pans, medical equipment). There is excitement on social media for the upcoming Garden Day. We received a tree donation to do STEAM kits; we can also use some as landscaping if used for educational purposes. Currently, 6 libraries are still curbside, 12 are appointment-based, and 12 allow browsing. We are switching to browsing, allowing 10 people at a time on 5/3. Jen M. asked if sanitizing would have to be done. Sara replied that surface transmission is not a huge risk and patron have to use hand sanitizer when entering. There was a discussion on bathroom usage and it was decided to keep the bathroom as "staff only" for now. Sara is hoping to do Summer programs, such as Storytime, outdoors. Tom asked if we were still issuing Easy Passes and Sara replied that we were.

#### Committee reports

Building and Grounds – Our grant for the new bathroom has been increased to 75% for an award total of \$11,625. Bonacquisti Brothers had the lowest bid for the 2<sup>nd</sup> bathroom project. There is work to be done in the basement, including moving the server. Some of

the ceiling cracks will be fixed under warranty, but Alix is trying to get a structural engineer to assess the others. Alix noted that the bathroom is not a huge project, but there are lots of little items, such as making it handicap accessible. Alix Duggan moved to accept the proposal from Bonacquisti Brothers Construction to construct the second bathroom. Maureen Cox seconded. Per rollcall vote, all in favor; motion carried. Tom said that he has someone who can fix the sidewalk leading to the shed.

Annual Appeal/Fundraising – A mailing to the folks who have previously donated will be going out 5/1. The full appeal will be done in the Fall. An outreach to some of the businesses will be in mid-June. Laurel has been working with Sara on an electronic appeal. We plan to have extra appeal letters for new patrons. Jen M. explained that the larger BBQ companies like Brooks and Giffy's are booked a year in advance. The Pig Pit is smaller, so their prices are higher, but they have been great to work with. Their dinner costs \$11 + gratuity, so we need to sell them for \$15 to make a profit. The Pig Pit will be here at 9 am on Garden Day to set up. There will be no vendors this year. Ten tickets were handed out to each trustee to sell and they should log who has made purchases in case the tickets are lost. The break-even point is about 90 dinners. The cutoff for pre-orders should be a little more than a week before since they need the count a week in advance.

Human Resources – No change

Nominating – There is one resume to consider. The candidates would be presented in October to start their term in January. We would like a few candidates. A backfill for the Treasurer position is needed.

Friends of the Library – A Zoom meeting was held on 3/27 to discuss Garden day. Bookmarks were created to start generating interest. Plant donations are needed. There will be a bake sale (people will be asked to prepack items in small amounts) and raffle items. Setup will begin at 8 am – help and garden carts are always needed. Their next meeting will be on 5/8.

### Old business

Reopening plan – We have a good plan and are doing well with our goals. As mentioned in the Director's report, we will be switching to head count on 5/3 and allowing 10 patrons at a time.

Lending of laptops – no longer an issue since people can come in to use them.

### New Business

McCarthy Grant – the grant application is just opening. It must be for a very specific project and there is a \$15,000 cap. It is usually tied to community improvement and education. One idea is to create an outdoor seating area with new picnic tables. Marthe Ann said that we could look at a phased project. Alix suggested starting a garden area and working up to a greenhouse. Sara thought that would be a nice community place and educational.

Next meeting – May 18, 2021 at 6 PM.

Next Town Board meeting – May 13, 2021; Marthe Ann and Sara will attend. Anyone else is invited.

Meeting adjourned at 7:10 pm as moved by Maureen Cox, seconded by Tom Mahoney. Per rollcall vote, all in favor; motion carried. Marthe Ann noted that she was glad many of us could meet in person.

Respectfully submitted,

Anne Poletto