

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

**February 16, 2021**

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

Excused: Kelley Triscari

Call to order 6:00 PM

Note: This was a virtual meeting

Approval of January 2020 minutes – Motion to accept by Marthe Ann Gabey; seconded by Tom Mahoney; per rollcall vote, all in favor; motion carried.

Treasurer's Report – The Rensselaer County Legislature donated \$350 for a ramp for the shed, thanks to Dan Casale. There was a slight salary change for two employees. The SEFCU points were used to purchase \$500 worth of materials in January. An additional \$550 came in for the Annual Appeal; the 2020 appeal was closed out before the Annual Meeting. \$15,000 will have to be moved to the operating budget. Sara Hopkins is monitoring expenses. We did get some quarterly bills that skewed the numbers. The Finance Committee approved the Treasurer's Reports for January; seconded by Alix Duggan; per rollcall vote, all in favor; motion carried.

Director's Report – The new product, NewsBank, which includes access to the *Times Union* and other publications, is already outpacing Ancestry. The stats are staying level. There have been online/phone raffles for winter reading; the prizes were all donated. There have been different STEAM activities every week. The snowshoes have been getting a lot of use; thanks to the Friends for making the purchase. One new shelf was needed right away for Adult fiction. A second glass shelf was added to the display case with Alix Duggan's help. The meeting room has been transformed into a "library café". Alix Duggan and Tom Mahoney anchored the book shelves to the walls. There is enough room to form a circle for book and other clubs in the main area. In response to the COVID-19 pandemic, the status of libraries keeps changing. Currently, 19 are curbside only (one completely closed) and 17 have appointment-based browsing. Maureen Cox asked how it would work with clubs in the middle with people browsing. Sara Hopkins said that the shelves would be accessible and laptop users could go in another room. Sara also noted that the Bridge group may be discontinued. When it is safe to have coloring and toys available, the kids' table can go to the kids' section. Maureen Cox commented that the café allows for more book room. Alix Duggan said that the public space doesn't have to be quiet – it's more of a community space. Moving the adult non-fiction into the old meeting room freed up space in the main area. Anne Poletto asked what chairs would be in the café. Sara Hopkins said that there are four comfy chairs, as well as the new chairs that Laurel Colasurdo and her husband recently obtained.

Committee reports

Building and Grounds – The new mobile shelving is in use; thanks to Tom Mahoney. Alix Duggan would like to update the flyer with a picture of the new shelf; would like to raise money for two more shelves. The flyers have been going out in the books and are in the shed. Laurel Colasurdo noted that fundraising should be coordinated so that we don't step on each other. Maureen Cox said that we have to know that money coming in is for the shelves. Sara Hopkins reminded Alix that there are cracks in the ceiling in the children's area. Alix said that it was covered under warranty and Caitlin Beaudry will take a look. Sara also said that the temporary ramp for the back door needs to be removed and the fire dept box needs to be relocated back to the front. Next week, Sara and Alix will discuss whether a ramp is needed to roll items to the shed. Quotes for the second bathroom are needed. Tom Mahoney said that the plumber mentioned removing the grinder pump if an additional bathroom was ever added. He also said that the building plumber would be able to add the second bathroom. Maureen Cox is concerned about not spending the whole amount of the grant on the bathroom. Alix said that something always comes up, plus there were projects not completed with the recent construction. Marthe Ann asked when we would be able to use the donation for the shed ramp. Maureen said she would deposit the check tomorrow. Alix has already sent the information of what to order to Sara.

Annual Appeal – Laurel Colasurdo will coordinate a meeting between the committee and Alix Duggan to discuss the outreach for shelving donations. The address list may need to be cleaned up a little.

Human Resources – The Human Resources Policy has to be updated to reflect that the library is closed on Sundays.

Friends of the Library – Still waiting for the library to reopen. Sara and Angela will continue to do the honor-system book sales until it is safe to do a large sales event. The woman who coordinated the sales in the past is no longer interested, so a replacement will be needed.

### Old business

Reopening plan – Sara Hopkins was hoping to be vaccinated before reopening, but is leaving the decision up to the Board. Laurel Colasurdo said she noticed that some of the local libraries are allowing browsing. Maureen Cox noted that we were ready to reopen until the COVID-19 cases spiked, so we have a plan. Marthe Ann Gabey said she would like to start some appointment-based browsing by March 15<sup>th</sup>. Sara Hopkins said that some shelves still need to be anchored and the original donor plaques need to be put back up. Alix Duggan said she could do that. Sara Hopkins would like to have the appointments begin at 11 am to give the staff time to do their morning tasks.

Library Closing Dates – There are 12 observed holidays. Easter Sunday was from when the Library was open on Sundays, so that could be replaced by Martin Luther King Jr. Day. The days around the holiday could be used for educational opportunities. Jenn Shatz moved to have the Library observe MLK Day in lieu of Easter. Maureen Cox seconded. Per roll call vote, all in favor. Motion carried.

Town Board Meeting on 2/11/2021 – most of the reports are still being given virtually. Marthe Ann Gabey was called up to introduce herself.

New Business

None

Next meeting – March 16, 2021 at 6 PM

Next Town Board meeting – March 11, 2021; Marthe Ann Gabey will attend. Sara Hopkins hopes to start going in May.

Meeting adjourned at 7:06 as moved by Maureen Cox, seconded by Jenn Shatz. Per rollcall vote, all in favor. Motion carried.

Respectfully submitted,

Anne Poletto