

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

**January 21, 2020**

Attendees: Dan Casale, Ann Clemente, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Matt Perfetti, Anne Poletto, Jennifer Shatz

Excused: Kevin Maniello,

Committee members: Tom Mahoney, Derek Foster, Jen Mainello, Kelley Triscari

Call to order 6:20 PM

Approval of Minutes of November 19, 2019 -- Motion to accept by Maureen Cox, seconded by Dan Casale, all in favor, motion carried.

Treasurer's Report – Maureen Cox reported that the budget for 2020 is balanced. Marthe Ann Gabey moved to accept the budget, seconded by Jenn Shatz, all in favor, motion carried. Ann Clemente noted that the Finance Committee is open to all trustees. The Finance Committee approved the Treasurer's Reports for November and December, seconded by Marthe Ann Gabey, all in favor, motion carried.

Director's Report – Sara Hopkins reported that both physical and electronic circulation is up. These are the quieter months, but the holiday party went over well. Several grants helped to fund programs – UHLS (Adult reading), DanceFlurry (Folk song and dance on 2/29), HumanitiesNY (Women's Suffrage Centennial Program). Social Media is doing well; seeing less on the Web site but Facebook is growing. We need to finish using the construction grant. Sara received a nice note from one of the yoga participants and noted how libraries are becoming more havens and community centers. She noted that there are lots of upcoming events.

Old business

Staff's new computers – the director's computer was replaced in December. Using money from the technology budget and Friends, the two computers at the front desk were replaced.

Change of Saturday hours – seeing more people come in. Also, this makes it easier to do programs on Saturday afternoons.

UHLAN agreement – the agreement runs from 1/12020 until 12/31/2022. There is a 2% increase, but allows for librarian training, electronic media, and sharing items with other libraries. This is what allows the library to do what it does. Per Sara's request, the receipt now shows how much was saved by borrowing. Maureen Cox motioned to accept the agreement and all were in favor. Ann Clemente will sign and return the agreement.

## Committee reports

Building and Grounds: **Hot water heater** – there was a discussion on the size needed for a replacement, with all thinking that 30 gallons would be sufficient. It was also decided that it would be a good time to convert from propane to electric and look for a timer. Ann Clemente will check on pricing. **Renovation** – Alex Duggan presented a plan that revisited an old proposal to move the staff area, while adding a vestibule and additional staff area. The wall to the current staff area would be knocked down. The open space would be better for resale value. Quotes are needed soon. All agreed that it is a good change. There was a discussion on carpet tiles vs other flooring; to reduce the risk of falling, carpets tiles are a good choice.

Community Outreach: Jen Mainello (chair) and Laurel Colasurdo are members of this new committee that will focus on activities and fund-raising. They have been brainstorming new ideas. Sara Hopkins is hoping to have a thank-you reception for donors.

Human Resources: This is the committee that recommends and evaluates the director. Last year, ten policies were reviewed. Jenn Shatz moved that the *Whistleblower* and *Records Retention* policies be approved, Maureen Cox seconded, all in favor, motion carried. The *Emergency Response* policy still needs to be addressed.

Nominating: The slate of officers was presented and all were in favor.

## Ad hoc committee reports

Annual appeal: There is a lot of work on managing donations. Laurel Colasurdo and Ann Clemente will try to meet weekly. They would like to reach out to vendors for support. They are looking for names of community members and business who may be interested in donating. Also, if anyone knows of businesses who collect donations at the end of transactions.

By-laws: They are six pages and should be reviewed every five years. Jenn Shatz will review in 2020 for 2021.

Long-range planning: All libraries need a plan. We have a lot of background information, but need to put it into a report.

## Friends of the Library Report

The Friends met on January 4<sup>th</sup>. The Art's Night brought in \$383. There was a school function the same night, so it wasn't as well attended as the one in the Spring. The Wreaths & Candles fundraiser did well. Next year the profit should be more because the wreaths and candles can be reused. The Friends agree to give money for the second staff computer. They ask that any expansion/renovation plans include an area for book sales. Their area in the basement was cleaned after the meeting. Garden Day

is planned for June 6<sup>th</sup> from 9-1. They plan to help with the Princess Event on May 23<sup>rd</sup>. The next meeting is scheduled for April 4<sup>th</sup>.

### New Business

CORE Trustee Training: There are several dates for 2020

Change to Charter: The current charter allows for 5 to 11 trustees and we are looking to change it to a max of 13. The change has to be submitted to the Division of Library Development. The process could take six to nine months. Jenn Shatz will help with the letter to the DLD.

Next meeting – February 18 at 6 PM

Next Town board meeting – February 13 at 7 PM, Executive officers to attend

Meeting adjourned at 8:15 as moved by Marthe Ann Gabey, seconded by Jenn Shatz, all in favor, motion carried.