

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

Attendees: Maureen Cox, Alix Duggan, Marthe Ann Gabey Sara Hopkins, Grace Kosinski, Jen Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz, Kelley Triscari

Excused: Dan Casale, Laurel Colasurdo, Tom Mahoney, Kevin Mainello

Call to order 6:10 PM

Approval of June 2021 minutes – Motion to accept by Alix Duggan; seconded by Jenn Shatz; all in favor; motion carried.

Treasurer's Report – The Finance Committee approved the Treasurer's Report for June; seconded by Alix Duggan; all in favor; motion carried.

Director's Report – There were about 150 people in attendance for the Civil War event. There are now two Storytimes a week. The Bridge Club began meeting again. Sara was elected secretary for the UHLS Director's Association. Work has begun on the second bathroom. The Summer Reading Program started on 7/1 and will end on 8/14 with a demonstration by *The Shire of Anglespur in the Society for Creative Anachronism*. There are still some curbside pickups, but there are quite a few walk-ins. Seven passports were processed. Paper books are still the most popular offering. Marthe Ann asked how the numbers compare to two years ago. Sara said that they higher and should be back to usual by the end of summer.

Committee reports

Building and Grounds – Alix noted that the bathroom construction is slower than expected, but payment will be made at completion. Averill Park Septic confirmed that the system can handle it. We have a building permit and will need a CO from the Town. The County may need to review. The basement flooded during last week's rainstorm. Something needs to be done about the small windows; flashing may fix the problem. The power issues were related to an area-wide issue. Matt relocated two of the Little Libraries. The one that was in Town Hall went to Engle's Acres and the one from the ARC went to Tamarac Elementary. Sara has volunteers that will check and replenish them monthly. Matt said that when the books were put back in, the children's books were put on the lower shelf to be eye level for the younger ones.

Annual Appeal/Fundraising – The Fall Fest is still planned for 9/25, but with Pig Pit's price increase for the BBQ dinners, we are planning to have a community event rather than a fundraising event. Mr. Ding-a-Ling is still confirmed. Sara has some musicians who would perform. Jen M. also has a contact in a band. The 4-H could do a showcase of their Fall items. Marthe Ann said that she hoped we could also do an Open House. Sara said that she planned to work so that people could check out books and she could also do tours. Grace has a list of the food truck vendors who do the Food Truck Tuesdays at North Greenbush Town Hall. The committee decided not to have alcohol at this event. We may have a donor gala, where it would be more suitable. Sara said it could also be combined with an art show. We plan to stuff envelopes for the Annual Appeal at the beginning of November. Marthe Ann said she has an imprint for postage for bulk mailing, but will need to arrange for a tutorial. For the Fall Fest, Sara will reach out to volunteers and local law enforcement/fire companies.

Human Resources – The addition of Juneteenth as an official holiday led to a review of the *Employee Benefits and Compensation* policy. Jenn suggested adding language to cap the numbers of paid holiday to 12, but would be flexible as to which ones are observed each year. The wording in the bereavement section was also outdated. There were other questions regarding the policy, which the committee will discuss. Jenn Shatz moved to change the language for holidays to say, “The Paid Holidays are subject to change based on Board approval but shall not exceed 12 paid holidays per year” and to change the phrase in the bereavement section from “same sex committed partner” to “domestic partner”. Maureen Cox seconded; all in favor; motion carried.

Old business

Reopening plan – Masks are no longer required. We suggest wearing one if children are inside.

McCarthy Grant – We weren’t awarded a grant. They were targeting places that were affected by COVID.

New Business

501(c)(3) exemption – Marthe Ann found the paperwork

Bulk mailing permit – we have one that can be used in conjunction with a printing company. We need a print imprint to do our own. We now have a PI number at the Cropseyville post office and will have to take the tutorial to understand how it all works.

Conflict of interest – A few people had to sign again due to technical issues; Grace had to sign as a new trustee.

Committee review/sign up – the sheets were circulated. There will also be an ad hoc technology committee.

Trustee training – the next date is October 6th

Organize BCL/BOT files – Marthe Ann found paperwork from the previous century in the basement. In checking with Marilyn, we only need to keep up until 2014. Anyone who wants to help clean can let Marthe Ann know. Any “historical” items will be saved.

Next meeting – no August meeting so next one is 9/21/2021 at 6 PM.

Town Board meetings – 8/12/2021 and 9/9/2021 at 7 PM. Let Marthe Ann know if interested in attending.

Meeting adjourned at 6:50 PM as moved by Jenn Shatz; seconded by Maureen Cox, all in favor; motion carried.

Respectfully submitted,

Anne Poleto