

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

**March 17, 2020**

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

Excused: Dan Casale

Committee members: Derek Foster, Jen Mainello, Kelley Triscari

Call to order 6:00 PM

Approval of Minutes of 2020 Annual Meeting of Members and January 21, 2020 -- Motion to accept by Maureen Cox, seconded by Laurel Colasurdo, all in favor, motion carried. Ann Clemente noted that the Board tried to meet in February but could not find a date where there would be a quorum.

Treasurer's Report: January and February – The Finance Committee approved the Treasurer's Reports for January and February, seconded by Jennifer Shatz, all in favor, motion carried.

Director's Report (Annual, January, February) – Sara Hopkins commented in the annual report that spending was down compared to 2018, but that all the service stats were up. The circulations and attendance for January and February were up compared to those months in the prior years. The adult winter reading was a huge success. The Community Folk Dance was very well attended. The closing of the Library due to the coronavirus scare resulted in a huge bump in social media. There were no negative comments and most patrons were grateful for the concern. There is a focus on getting people to check out e-books. Sara and Angela have still been stopping by the library to pick up mail, etc. Sara has been posting short yoga videos on Facebook, as well as doing Story Time via Facebook live. Many authors have given permission to read their books aloud. All UHLS has cancelled transit, so we only have the books that are currently in-house.

Old business

Charter Amendment – Jennifer Shatz moved that the Charter be amended changing the number of trustees from 5-11 to 5-15. Maureen Cox seconded, all in favor, motion carried. Jenn also said that, with any Charter change, there is a requirement to add language that should the library dissolve, all assets would go to the State Library. All were in agreement with the change. The document has to go to DLD, be notarized, and go to the Board of Regents, which meets infrequently.

CORE Trustee Training – next sessions is scheduled for 4/21 at UHLS

## Committee reports

Building and Grounds: **Hot water heater** – replaced. **Construction grant** – the wall insulation work was completed by Matt Roberts on 3/14. This was the end of the work covered by the grant. **Renovation** – Building and Grounds met with Bonacquisti Brothers to review the plans for the vestibule project and were impressed with the company and wish to move ahead. B&G met with Ann Clemente, Maureen Cox, and Anne Poleto last week to review the proposal. Ann Clemente made the offering of the B&G committee to go forward with the full proposal. Alix Duggan clarified that Bonacquisti would want to know about the optional items prior to beginning. Although it is quite an expense to the library, the feeling is that there is sufficient money in the bank and an upcoming annual appeal. Replacing the flooring and painting throughout the entire library as part of the constructions will minimize the disruption. Alix Duggan moved to sign on for the vestibule and staff area expansion project, with the additional replacement flooring and painting throughout the library. Jenn Shatz seconded; all in favor; motion carried. Ann Clemente will sign the proposal and get it to Bonacquisti Brothers. She thanked Alix Duggan for all her effort towards this project.

Community Outreach: The Bunny Hop was cancelled due to health concerns. Jen Mainello is trying to come up with virtual contests (photo caption, games, raffles) to engage the community. Ann Clemente liked the idea of combining literacy with the Easter/Spring themes. Since there are no planned programs, additional money towards prizes is available. Gift cards may be the best option. The Board is leaving it to Jen and Sara to decide on details. Jen Mainello will send the pricing options for a volunteer and donor thank you party.

## Ad hoc committee reports

Annual appeal: Laurel Colasurdo and Ann Clemente would like to reach out to vendors and business. Depending on what happens with the coronavirus, they would like to get a letter out in April and are thinking of sending it to all. The new construction would be mentioned. The printing, addressing, stamping would all be done in house to save money. Another appeal would go in November. It's a good idea to have a letter and the database ready. Hopefully, we could get a picture of the ground-breaking. It's a perfect time to do construction while the library is closed, but don't want to offend anyone by starting an expensive project. However, the money was already set aside. Derek Foster asked if there would be naming rights. Ann Clemente and Laurel Colasurdo said yes and they were trying to come up with possible donors.

## Friends of the Library Report

The next meeting is scheduled for April 4<sup>th</sup> and Garden Day is scheduled for June 6<sup>th</sup>. There are items in the basement that could be sold at a table.

## New Business

Coronavirus guidelines for libraries – We are closed per recommendation, but doing community outreach. The policy states that employees are paid as normal when they are schedule to work but cannot due to closure for snow, power outage, etc. Sara and Angela are still working. If the clerks didn't come in the building, it could self-quarantine. They could attend webinars and take online training at home. For now, the board agrees to pay staff, since they are appreciated and work well together. Matt Perfetti noted that it would be a risk if they weren't available to come back to work upon reopening. Also, training new staff would be time-consuming and a huge hardship. Since Sara is putting in more hours than usual, she should look to see what cross-training could be done with Angela that would be mutually beneficial. The Board agreed to re-evaluate after one month.

Next meeting – April 14<sup>th</sup> at 6 PM

Next Town board meeting – April 9<sup>th</sup> at 7 PM, Derek Foster to attend

Meeting adjourned at 8:10 as moved by Maureen Cox, seconded by Laurel Colasurdo, all in favor, motion carried.

Respectfully submitted,

Anne Poletto