

**Brunswick Community Library
Board of Trustees Meeting Minutes
March 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, Kelley Triscari

Call to order 6:04 PM

Note: This was a virtual meeting

Approval of February 2020 minutes – Motion to accept by Tom Mahoney; seconded by Laurel Colasurdo; per rollcall vote, all in favor; motion carried.

Treasurer's Report –The Finance Committee approved the Treasurer's Report for February; seconded by Alix Duggan; per rollcall vote, all in favor; motion carried.

Director's Report – Digital checkouts are still seeing a boost. The book club is still small. There were 26 book bundles and 68 STEAM take-home kits. One of the special activities is a seed library. It was so well received last year, that it will be done annually. Also doing "library eggs", people call ahead of time when they are coming with children and eggs are hidden. The Civil War event is scheduled for 7/10 and should be able to be done safely. They are excited to be coming back. It was a fabulous family event. Garden Day has been tentatively scheduled for 6/5. As of 3/8, 14 libraries were doing curbside pickup only and 14 are allowing appointments. We opened yesterday and had about one dozen people in so far. Laurel asked if anything was put on the e-Sign. Sara said yes and also on Facebook. Since we have a small space, people really need to make appointments. They are 20 minutes with time between for cleaning. She is finding out that there are certain popular time slots.

Committee reports

Building and Grounds – Alix and Tom are co-chairing the committee. Alix has two quotes for the 2nd bathroom and is getting a third. Some of the cracks in the ceiling may be covered under the new construction and some may be structural. Alix would like to get quotes from a structural engineer to review and determine if it is a problem – it may just be that the building shifted and settled. Laurel asked about the power washing and gutters. Kevin said it could be done in house. Anne asked about the rocks near the foundation. Alix said they had talked about landscaping but don't have the money; the downspouts work for now. Tom mentioned that the sidewalk to the shed had settled. Alix thinks a new piece would have to be poured. Tom has someone who can take a look. In the meantime, Sara has it spray-painted to stand out. Tom asked about bringing the lawn up to the level of the sidewalk. Alix said that it is in the plans when there is money.

Annual Appeal – this is now being named the Annual Appeal and Fundraising committee to show that those items are being coordinated. Laurel is thrilled that Kelley is co-chair. They would like to do a spring mailing to businesses by May 1st. The large appeal would be worked upon in October to go out by November 1st. They hope that the Friends would do the 50/50 at the Town concerts. Kelly noted they would like to do a Brooks-type BBQ on Garden Day. They would like to try to have e-appeals (Easter eggs in someone's honor, donor plaques for

books). Laurel asked if it would be possible to try tomorrow for donations for “Little Leprechauns” and said that they would like to meet with Sara monthly. There was a general discussion on doing the barbecue as part of Garden Day with ideas and suggestions on companies being welcome.

Human Resources – No change

Nominating – No change

Friends of the Library – A Zoom meeting is scheduled for 3/27 to discuss Garden day (tentatively set for 6/5)

Old business

Reopening plan – Already covered in Director’s report; only day two

New Business

Lending of laptops – It would have to be a policy change for laptops to go out of the building. With the appointments only being 20 minutes, there isn’t much time to study. Some other libraries are allowing laptops to go home. We have seven so could keep three or four here. It could be restricted to Brunswick residents. If they are damaged, the patron would lose use of services until it is paid. We don’t have to vote tonight but should think of pros and cons. Guilderland and other larger libraries have been doing it. Maureen asked about risk of picking up a virus or spyware and thought that the schools had done a good job of getting laptops out to the students. Alex agreed with Maureen and thought it might be more trouble that it was worth if they came back damaged. Jen M asked about the checks and balances for use inside the building. Sara said that the IT person from UHLS has it set so that the user profile is wiped after every use. She added that most of the people asking were not students and at other libraries, the main use was in the parking lot or at picnic tables. MartheAnn thought that it was a great conversation and would be interested in the other libraries’ experiences. Matt asked if people could just make appointments, but Sara replied that it would be hard to get things done in 20 minutes and people tend to be reluctant to leave when they are using them. Marthe Ann reminded everyone that it is all a temporary situation. It was also mentioned that if there are issues with people getting covid vaccines due to not having a computer, we could look to have a day when it is warmer to set up something outside to help people make appointments.

Next meeting – April 20, 2021 at 6 PM. We hope to hold the meeting in person in the library. Marthe Ann will send an email to privately check if all are comfortable.

Next Town Board meeting – April 8, 2021; Marthe Ann will attend. Anyone else is invited.

Meeting adjourned at 6:58 as moved by Maureen Cox, seconded by Jenn Shatz. Per rollcall vote, ten in favor, two abstained. Motion carried.

Respectfully submitted,

Anne Poleto