

Brunswick Community Library
Board of Trustees Meeting Minutes
May 18, 2021

Attendees: Laurel Colasurdo, Marthe Ann Gabey, Sara Hopkins, Tom Mahoney, Jen Mainello, Kevin Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz, Kelley Triscari

Excused: Dan Casale, Maureen Cox, Alix Duggan

Call to order 6:05 PM

Approval of March 2021 minutes – Motion to accept by Laurel Colasurdo; seconded by Matt Perfetti; all in favor; motion carried.

Treasurer's Report – Marthe Ann Gabey noted that we had a good month; the mortgage was paid and the county money received. The Finance Committee approved the Treasurer's Report for March; seconded by Jenn Shatz; all in favor; motion carried.

Director's Report – Since we switched from appointment-based to allowing 10 people, we haven't hit capacity. The book club met outside. Planning for Garden Day and the Civil War events continues; Stewart's Ice Cream will be at both selling \$1 ice cream cones. Sara thanked Tom and Kevin for fixing the sidewalk to the shed and moving rocks. The second bathroom project is in the works. Sara shared the statistics from her monthly report. The book bag requests are down, but people really liked them when the library was closed.

Committee reports

Building and Grounds – Tom reported that they are catching up. We are getting a load of top soil donated from Herrington Farms to use on the grounds. Bob Ashe is donating top soil from Callanan Industries for Garden Day. It is hoped that construction on the second bathroom will start in early June, 6/7(?), after Garden Day. The submitted project for the McCarthy grant is to get two pavilions, with benches and concrete slabs. If we don't get the grant, we could try for a State grant, but that would only be for 75% and furniture isn't covered.

Annual Appeal/Fundraising – The list of people who donated in the last three years is about 400 names; all adult patrons are about 1000 names. A list of business is being put together, but we still have to decide when and how to reach out to them. Sara asked if we should use the Town's newsletter instead of sending out appeal letters. We should look at the data for cost vs. returns from last November's appeal. Jen M. asked if we should look into email outreach. Sara says she tries to do something quarterly and there is a slight fee with using PayPal. We have saved a lot of money by doing the letters in-house, but still have the costs for stamps and paper/printer supplies. Tom asked if we ever got a non-profit mailing permit and Sara was going to check. The money for the BBQ is due on 5/28; so far, we aren't seeing the desired results, but hopefully, there will be more orders as it gets closer. Marthe Ann found out that her friend, Bob Ashe, can cater chicken BBQs, so that will be a consideration for the next time. Jen M. mentioned that there might be less competition doing it in the Fall rather than the Spring and better results for dinner vs lunch, but we were tying into Garden Day. A couple of people will be needed to collect tickets for the BBQ. In general, people will be needed to help with the setup, and throughout the event (helping with moving plants, etc.). Marthe Ann verified that we have permission to use the parking lot next door.

Friends of the Library – They met on 5/8 for Garden Day planning. There will be a bake sale, raffle items, and gift table, in addition to the plant sale. The group approved a motion to dissolve the formal Friends Group and be a group of volunteers. Sara is working with Dorothy Murray to get a list of the current members to build a volunteer base.

Old business

Reopening plan – UHLS is meeting with an attorney on Friday to ask about mask compliance, etc. We would continue to require masks until children can be vaccinated. The CDC is recommending wearing masks, if you don't know whether everyone has been vaccinated. Since we are a private building, we have more say towards requiring masks. The State Museum, which just reopened, and State Archives both require masks. Marthe Ann said that she has no problem with us continuing to require masks. Sara said she wants input from UHLS on how to handle a patron who doesn't want to wear a mask, just in case the situation occurs.

McCarthy Grant – outdoor structure – already discussed.

New Business

None

Next meeting – 6/15/2021 at 6 PM.

Next Town Board meeting – 6/10/2021 at 7 PM.

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

Respectfully submitted,

Anne Poletto