

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

**November 17, 2020**

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

Committee members: Derek Foster, Kelley Triscari

Excused: Dan Casale

Call to order 6:05 PM

Note: This was a virtual meeting

Approval of October 20, 2020 minutes – Motion to accept with corrections by Ann Clemente; seconded by Marthe Ann Gabey; per rollcall vote, all in favor; motion carried.

Treasurer's Report – It was noted that Sara Hopkins continues to do a good job with finances. The last bill from Bonacquisti Brothers was received and paid. The Annual Appeal has brought in \$14,200, but we are missing the income from passports and the Friends' stipend is reduced. The Finance Committee approved the Treasurer's Reports for October; seconded by Jennifer Shatz; per rollcall vote, all in favor; motion carried.

Director's Report – This was the first month, since COVID-19, that the physical checkouts were almost as much as the same month in 2019. There were 677 reference questions and 442 pick-up appointments. The new shed has arrived and is being used for pick-ups. This lets us put out newsletters and hand sanitizer. The Digital checkouts were up by 30% compared to October 2019. The program counts were: Book club – 7, Curated book bags – 55, and Take-home STEAM kits - 101 (which is double from July). Social media is doing fantastic. The Gearwar Family sponsored a "Cookbooks for a Cause" sale that raised \$200. There is a basket raffle on Facebook where people comment on what they are thankful for. The comments have been lovely. Ann Clemente said that it is nice to see such good feelings from the community. Sara Hopkins said that 97% of the patrons have been very positive. She also noted that Angela has been doing a great job with STEAM.

Old business

Charter Amendment – Ann Clemente thanked Sara Hopkins for doing a nice job with getting the Charter updated. The number of trustees is now to be no less than five nor greater than 15. This will allow Derek Foster, Jen Mainello, and Kelley Triscari to be elected to the Board in January, once the by-laws are finalized.

Mission statement – Our current mission statement is very long (62 words) and specifies an age group. When finalized, the new statement will replace the purpose in the by-laws. The proposed statement was circulated via email prior to the meetings. The consensus was that the new version was preferable to the current and there was a discussion on terminology. Ann Clemente noted that it will be helpful to compare large spending to the mission. Laurel

Colasurdo moved to adopt a new mission statement of "The Brunswick Community Library offers access to life-long learning resources, engaging activities, and an inclusive community space for all." This was seconded by Maureen Cox. Per rollcall vote, all in favor; motion carried.

Reopening plan – Derek Foster was thanked for offering to electronically clean the library. The shelving is still not ready and 8000 items need to be put into place, with allowing for changes. Since the number of Capital Region Covid-19 cases is increasing, Sara Hopkins has been in contact with other libraries and many are thinking of going back to only curbside pick-up. This may not be the best time to offer a new service that would have to be taken back. There was a discussion about the concerns of community spread and school closings as well as the success of curbside pickup. Ann Clemente appreciated everyone's comments and said that the Board would support the decision to have curbside only going forward. Sara Hopkins said that they are being creative and keeping relations going. Maureen Cox noted how the building project was a good reason for not being open to the public and we haven't made any opening plans public. Sara Hopkins said that while Albany had a detailed reopening plan, only a couple of their branches actually opened. Ann Clemente reiterated that both the Board and the Director are on the same page.

#### Committee reports

Building and Grounds – Alix Duggan noted that Caitlin Beaudry addressed the last few items and construction is done. She hopes to get the shelving in place this weekend. The Guilderland Library was getting rid of shelving that matches what we have. Alix will pick it up on Saturday. The shed is a great size so existing shelving may be able to be used. There are two LED lights in the shed, but more may be needed with it getting dark earlier. Alix will look at pricing for aluminum ramps for both the shed and library entrance. The new space is wonderful and should last for a while. Sara Hopkins still hopes to do a virtual tour when the library is aesthetically pleasing.

Annual Appeal – Laurel Colasurdo said that 3000 letters were sent out. So far, the appeal is not doing as well as last year. Some address corrections need to be made. Laurel wondered if the Library was going to participate in "Giving Tuesday". Sara Hopkins replied that Facebook had sent a suggestion about using a video and she was going to look into creating one. Sara also commented that the Library did get donations for the construction project, so people may not give again for the annual appeal. Ann Clemente asked the board to each think of one person who would give a large donation.

Note: The postage for the Annual Appeal was donated by Maureen Cox

By-laws – The committee discussed the by-laws via email and then went over them with Tim Burke. The proposed changes were circulated to all trustees via email and debated line by line during the meeting. Many of the changes were to make the language gender-neutral and less restrictive. Also, the "purpose" was replaced with the mission statement. Jenn Shatz moved to accept the by-law changes as discussed. Seconded by Matt Perfetti. Per rollcall vote, all in favor; motion carried.

Nominating – Ann Clemente said that we would have 12 members when Derek Foster, Jen Mainello, and Kelley Triscari are elected in January. Typically, there are an odd number of members so that votes don't end in a tie. Laurel Colasurdo remarked that Tom Mahoney was interested in coming back. The nominating committee will present the four new trustees for election at the annual meeting. The role of Vice President is still open. Laurel asked if there were any nominations, but there were none.

Friends of the Library – The Friends agreed via email to cut the quarterly stipend from \$800 to \$500, since they haven't been able to hold the usual fundraisers. They are hoping to do some version of the Holiday Lights. Sara Hopkins said she has been having conversions on doing an online raffle or auction.

### New Business

2021 Budget – Maureen Cox said that Sara Hopkins did a good job identifying what could be cut. The Town increased their contribution by 2%, but income from passports, fundraising, and the Friends are all down. The line items for supplies and materials are being cut. It's a balanced budget and will have to be monitored. Since funds are not being built back up, there are other less preferable options to reduce spending. Sara said that people shouldn't notice changes in the collection and they have been using donated craft supplies. Alix Duggan asked if we should not do the second bathroom. Maureen said that we have money to cover it and already won the award. Sara expressed concern that it is rumored that if awards are returned, you may not get as much in the future. Maureen then commented that Alix has saved the library so much money with new construction. Alix said that it was a perfect opportunity to work with a new director and redo the design. Laurel Colasurdo wanted to confirm that the income from the school remains the same and the answer was yes.

December meeting – Ann Clemente explained how the December meeting was usually a social gathering, which is not possible this year. We have already had 10 meetings as specified in the by-laws. Since we have covered the mission statement and by-laws updates in tonight's meeting, it was agreed that the December meeting could be skipped.

Next meeting – January 19, 2021 at 6 PM

Meeting adjourned at 8:16 as moved by Ann Clemente, seconded by Laurel Colasurdo. Per rollcall vote, all in favor. Motion carried.

Respectfully submitted,

Anne Poletto