

**Brunswick Community Library  
Board of Trustees Meeting Minutes  
November 16, 2021**

Attendees: Dan Casale, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Grace Kosinski, Jen Mainello, Kevin Mainello, Anne Poletto, Jennifer Shatz

Excused: Tom Mahoney, Matt Perfetti, Kelley Triscari

Call to order 6:03 PM

Approval of September 2021 minutes – Motion to accept by Laurel Colasurdo; seconded by Maureen Cox; all in favor; motion carried.

Treasurer's Report – All is good. The financial statements were circulated via email. The Finance Committee approved the Treasurer's Report for October; seconded by Kevin Mainello; all in favor; motion carried.

Director's Report – The full report was distributed via email. We received good feedback on the Haunted Trail. On 12/10, a "mild" holiday party is being held. Sara is looking into fishing pole lending with DEC. The Annual Appeal mailing went out. The donation box is able to be screwed into place. This is the first time since COVID that program attendance has been over 1000. For next year's Haunted Trail, there should be a sign-in sheet for help with stocking candy. Planning on an Easter Story Walk instead of the Egg Hunt; candy and eggs will be needed. There is enough grant money to have the Cloggers come back in December.

Committee reports

Building and Grounds – Tom will help with creating the maintenance folder. Alix talked with Crisafuli Brothers Plumbing & Heating. There are options for filters and payment. Alix suggests a UV filter first to clean the air. An air exchange system could be done later. The test showed that our current system looks good, but many places are looking into filters. We are currently not exchanging air unless a window is opened, so it isn't really enough clean air and the air comes in at the outside temperature. Maureen asked if the building is zoned. Alix replied that it is, but the zones are a bit strange – the former meeting room is actually a child zone and not standalone. It is probably more efficient to just open windows on a regular basis. Monitors can be put around to check air quality. Alix recommends a UV filter for \$500 and running power to the shed for an estimated \$1500. Marthe Ann Gabey moved to get three bids each for the UV filter and shed power that would be circulated via email to proceed with both projects. Alix Duggan seconded; all in favor; motion carried.

Annual Appeal/Fundraising – The Annual Appeal letters are in the mail. Laurel and Sara are working on a Giving Tuesday promo. The Donor Reception is scheduled for 3/25 from 6:15 PM until 7:30 PM. Judy Brown is the honoree; Marthe Ann spoke to her to let her know. Donors who donated over a certain amount will be invited. The committee is looking into caterers for charcuterie. A new sandwich board is in next year's budget. Garden Day is scheduled for 6/4 and we will use Pig Pit again. On 12/22, there will be a Recover Room fundraiser. People can dine in at the Troy location or carry out from Troy and the other locations with 15% going to the library. Fall Fest will be on 9/24 and planning will start soon. Laurel noted that we have an exciting year coming up.

Human Resources – The committee met via Zoom to evaluate the Director and it was a glowing review. We saw growth in the areas where Sara noted she wanted to improve. There are two goals for the coming year – to be in alignment with the new Long-Range Plan and to develop a maintenance binder. Marthe Ann met with Sara on 11/15 to go over the evaluation. A summary was emailed to the trustees and it is finalized.

Nominating – Fred Wobrock, who was a past treasurer and president, is interested in coming back. Marthe Ann will call him. Laurel knows a woman who also may be interested.

Technology – The committee met. \$160 is being requested to upgrade half of the laptops to solid state drives. Looking at software for document sharing. The rest of the laptops will be upgraded to SSDs in 2023, if needed. The server crashed but was fixed. Its use is light duty, so we are planning to just limp along.

### Old business

Long-range plan – The revision to the existing plan was never finalized. Marthe Ann used it as the base along with the survey results and template from UHLS to develop a draft. The executive committee met to review the draft and a document was circulated via email. Marthe Ann went over the highlights. Marthe Ann Gabey moved to adopt the document as the Long-range Plan for the next three years; seconded by Alix Duggan; all in favor; motion carried. Jenn Shatz moved to amend the by-laws to note that the president is responsible for ensuring that the Long-range plan is kept updated; seconded by Maureen Cox; all in favor; motion carried.

### New Business

2022 Budget – all is good. A draft budget was circulated via email to the trustees. Maureen went line by line with the Finance Committee. Maureen Cox moved to accept the proposed 2022 budget; seconded by Laurel Colasurdo; all in favor; motion carried.

Holiday wreaths – Have the candles and wreaths from 2019 that were used to decorate the library. Need paper ornaments to acknowledge the donor and person being remembered. Jen Mainello can look at Cricut ornaments. It would be good to start the Monday after Thanksgiving. There will also be a “Giving Tree” for library needs. Sara can reach out to the volunteers.

Next meeting –12/21/2021 at 6 PM. This will be a brief meeting followed by a pot luck – sign up sheet to be distributed.

Town Board meetings –12/09/2021 at 7 PM.

Meeting adjourned at 7:20 PM as moved by Maureen Cox; seconded by Laurel Colasurdo; all in favor; motion carried.

Respectfully submitted,

Anne Poleto