

Brunswick Community Library
Board of Trustees Meeting Minutes

October 20, 2020

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

Committee members: Derek Foster, Jen Mainello, Kelley Triscari

Excused: Marthe Ann Gabey

Call to order 6:05 PM

Note: This was a virtual meeting

Approval of September 19, 2020 minutes – Motion to accept by Jenn Shatz; seconded by Maureen Cox; per rollcall vote, all in favor; motion carried.

Treasurer's Report – Ann Clemente thanked Maureen Cox for organizing the Financial Statements at the Library so that they are available for viewing. The check from the Town of Brunswick was received. The Payroll Protection Program kept the Library in the "green". Sara Hopkins is managing expenses. The full budget will be presented to the Board in November. The Finance Committee approved the Treasurer's Reports for July/August; seconded by Maureen Cox; per rollcall vote, all in favor; motion carried.

Director's Report – In-person curbside pickup is going well, with the phone ringing all day. The physical checkout numbers are inflated due to the "book babysitting" during construction. Use of Overdrive and Hoopla continue to increase. The kits are popular. People use the Wi-Fi in the parking lot. We received the DLD Library Construction Grant for the second bathroom. The current construction project is coming to an end, but we are not quite ready for in-person browsing. The State is cutting funding by 20%. Since we only receive \$7000, it won't have a huge direct effect, but there may be a trickle-down effect from the cuts to UHLS. The Third Quarter report showed a continued increase in digital media, with magazines being very popular. We continue to do well with Social Media engagements and have gained new patrons from Facebook shares. Alix Duggan asked if the books that were culled prior to construction would be missed. Sara Hopkins said that they only got rid of the ones that weren't requested in two years and any popular books that were falling apart were replaced. Alix Duggan inquired if the circulation stats were just for BCL books. Sara Hopkins replied that it reflected all books that went out through BCL.

Old business

Construction Grant 2018– the shed has still not arrived. Alix Duggan reported that the final walk-thru turned up some outstanding items. The flooring/carpeting needs to be repaired and electrical work completed. The final bill will be paid when everything is done. We will have to see if any patching will need to be done after the flooring repairs.

Ann Clemente noted that is a frustrating end to a projected that started so well, but that we want everything done right.

Construction Grant 2020: 2nd bathroom – We will get quotes in the Spring.

Reopening plan – Books continue to be quarantined for four days. Sara Hopkins is hoping that appointment-only, in-person browsing will start by November. It will be limited to five patrons or one family group. The inner door can be locked to make sure that masks are worn and hand sanitizer is used. There won't be any back-to-back appointments to allow for sanitizing. There will be some easy-to-clean toys available. There won't be any indoor seating, meetings, programs, or access to rest rooms or computers. None of the libraries are doing indoor programs; the hope is that they may start in late Winter or early Spring. Sara Hopkins is watching what the other libraries are offering. Ann Clemente commented that she has been very impressed by how patient everyone has been. Sara Hopkins said that a few people have complained but only the low-traffic libraries are allowing anyone inside.

Committee reports

Building and Grounds – Alix Duggan thanked Sara and Angela for their cooperation during constructions and being there when needed.

Annual Appeal – Laurel Colasurdo said they had a very productive day last Wednesday with Ann Clemente, Maureen Cox, Anne Poletto, and Kelley Triscari helping to stuff envelopes. Responses are already coming in. The mailing list looked good with there being new names. She is hoping that it is the best appeal yet. If any Trustees have additional suggestions to add to the list, they should give them to Sara Hopkins. The list included all adult patrons, but no businesses. Some of the families still need to be “de-duped”.

By-laws – Jenn Shatz has been reviewing and it is going well. She hopes to consolidate the ideas before the November meeting. There are not a lot of changes, but they did need updating. Ann Clemente reached out to Tim Burke, of UHLS, to see if there is anything new to consider and hopes to meet next week.

Community Outreach – Sara Hopkins wondered if this committee should be put on-hold since we aren't having any large in-person events. Ann Clemente noted that the intent was for this to be an official committee, not ad-hoc, and written into the by-laws. It should be paused, since it was formed to help with the Truck-or-Treat and Bunny Hop, which are not being held. Alix Duggan asked if there was anything else the committee could do to engage the community. Sara Hopkins said that we are doing well now with on-line, but she is always looking for help with fund-raising.

Human Resources – Jenn Shatz said that we are following the process from last year. Sara Hopkins completed her self-evaluation. The committee will meet in early November and Jenn will consolidate the comments.

Nominating – Ann Clemente shared the current terms via email. We don't need to actively recruit any new trustees. We are still waiting to hear from DLD on the By-law change. The 2021 slate of officers is President – Marthe Ann Gabey, Vice President – open, Secretary – Anne Poletto, and Treasurer – Maureen Cox. Looking to fill the Vice President role by December. Both Anne Poletto and Maureen Cox are willing to transition their roles if anyone is interested.

Friends of the Library – Dorothy and Jim Murray, Donna Manning, Lynn Purcell Rinella, along with Ann Clemente and Anne Poletto relocated the plants back to the front of the Library. Maureen Cox asked if the Friends planned to continue to make the quarterly stipend. Since the Friends haven't been meeting, Anne Poletto said she would check.

New Business

Mission Statement – Ann Clemente said the mission statement should be at the front of everything we do. We need to devote resources to support our mission. In the past, there were questions about donating to advertising and installing a playground. These could have been easily answered by comparing to our mission. Ann Clemente said that we have a very long mission statement and should review what we want to keep, lose, or change. Also, does COVID-19 have to be considered? Ann Clemente asked us to look at it and come up with our own ideas to discuss at the November meeting. Maureen Cox asked if a sub-committee would be an option, since it might be too much to cover during a Board meeting. Ann Clemente wants to make sure that everyone's ideas are considered. Maureen Cox suggested having everyone send their thoughts to Ann Clemente to be consolidated and edited. Ann Clemente agreed that it may be best to have a committee to do the review. Jenn Shatz said there may be some overlap with the By-laws. The current mission statement doesn't fit our library and seems outdated.

Other – Dan Casale asked if we had heard about the money budgeted from the town. Ann Clemente said there hasn't been anything official yet.

Next meeting – November 17, 2020 at 6 PM

Meeting adjourned at 7:04 as moved by Maureen Cox, seconded by Jenn Shatz. Per rollcall vote, all in favor. Motion carried.

Respectfully submitted,

Anne Poletto