

Brunswick Community Library
Board of Trustees Meeting Minutes
October 19, 2021

Attendees: Dan Casale, Laurel Colasurdo, Maureen Cox, Alix Duggan, Sara Hopkins, Grace Kosinski, Jen Mainello, Kevin Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz, Kelley Triscari

Excused: Marthe Ann Gabey, Tom Mahoney

Call to order 6:02 PM

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

Treasurer's Report – Staying within budget; \$35,00 from the school is due. Maureen reached out to the committees for their needs and is doing the budget for next year. Dan wondered if we heard about the Town's contribution, but the budget meetings haven't been held yet. The Finance Committee approved the Treasurer's Report for September; seconded by Laurel Colasurdo; all in favor; motion carried.

Director's Report – The full report was circulated via email. The writing workshop with author Susannah Risley was rescheduled to next week. The decorators have been lined up for the Haunted Trail and we are hoping to set up 300+ goodie bags in the shed. The knitting club is meeting again. The library is back to doing the same activities as pre-Covid. Jenn S. asked about available museum passes. Sara replied that we didn't renew several, but with the new Humanities Grant, she hopes to get more. Sara asked to let her know if there are any specific ones of interest.

Committee reports

Building and Grounds – The 2nd bathroom is done! The door counter still needs to be installed, as well as the magazine racks and bulletin boards. The ventilation upgrade should be doable with the rest of the grant money. Crisafuli Brothers Plumbing & Heating is coming Monday to test air flow; there is a \$139 charge for the visit. Alix also has an electrician coming Monday about running power to the shed. Kevin hopes to get a soil donation to fill in by the sidewalk.

Annual Appeal/Fundraising – Alix noted that the Fall Fest was a great success and gave special thanks to Jen M. and Grace. The animals were a great touch. Laurel brought sidewalk chalk that went over well. The Upstate Cookie Shack had to get more cookies. Livin' the Dream was very happy. Jen M. wants to set a date now for next year. The Eagle Mills firehouse did a great job. The book sale did well. We should probably invest in cones and sandwich signs. Maureen said to put any money needed in the budget. The committee is to meet to go over the Fall Fest and start Garden Day discussions. We want to plan a donor reception in March. A Christmas tree could be set up as a "giving tree" requesting Amazon gift cards, etc. We could have a measure near the tree showing the goal for the Annual Appeal – we have \$12,00 of the \$24,000 or \$25,000 goal. Laurel and Sara are working on the Annual Appeal letter to go out by the first of November. Laurel would like the committee members to help with putting the return labels on the envelopes. Sara is working on the postage labels.

Human Resources – Jenn S. has a recommendation to be in compliance with the State's Open Meeting Law. Jennifer Shatz moved to amend the Brunswick Community Library's Open Meeting Policy to include the following: *"Meetings may be held remotely by conference call or similar*

service. The Library will provide the public with the ability to view or listen to such proceeding. Remote meetings will be recorded and later transcribed.” Seconded by Alix Duggan; All in favor; motion carried. The committee is also working on the Director’s Annual Evaluation.

Nominating – Laurel and Dan have people to ask. We currently have enough trustees, but need to start backfilling the Treasurer position. There is always the option to bring on new people to committees vs. the Board.

Technology – The committee will pick a time to meet. The items to discuss include: computer replacements, server upgrades, and digitizing information.

Old business

Trustee training – Marthe, Alix, and Grace attended. Of interest is that the population gathered from the 2020 census may be over 15,000, which will change several library requirements. Sara stated that we already meet the requirements (librarian with Master’s degree, open 40 hours), but they would no longer be optional. In response to a question of what happens if the State checks and finds that the requirements aren’t met, Sara replied that they would offer help on to meet them.

New Business

Long Range Planning – The Executive Committee will look to update the plan.

Building maintenance – Alix said that there are paper files for the various building systems, but a spreadsheet could be done to track everything in one place.

Next meeting –11/16/2021 at 6 PM.

Town Board meetings –11/11/2021 at 7 PM.

Meeting adjourned at 6:45 PM as moved by Maureen Cox; seconded by Alix Duggan; all in favor; motion carried.

Respectfully submitted,

Anne Poleto