

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

**September 15, 2020**

Attendees: Dan Casale, 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, Jen Mainello, Kelley Triscari

Call to order 6:05 PM

Note: This was a virtual meeting

Approval of July 21, 2020 minutes – No meeting was held in August. Motion to accept with amendments by Ann Clemente; seconded by Laurel Colasurdo; per rollcall vote, all in favor; motion carried.

Treasurer's Report – It was noted that the State is not processing Grant payments and while the money from the school won't change, funding from the County and Town may. Also, minimum wage is going up and we aren't receiving money from Passports. In general, income is behind, but expenses are holding. Anne Poletto asked if the Grant money would eventually come in. Maureen Cox and Sara Hopkins thought so, but didn't know when. The Finance Committee approved the Treasurer's Reports for July/August; seconded by Marthe Ann Gabey; per rollcall vote, all in favor; motion carried.

Director's Report – There was a big increase in reference questions from July to August. Doing well with checkouts, OverDrive (eBooks), and STEAM. A small digital book club is meeting. One thousand books are being "stored at home" while the renovation is ongoing. Social Media is steady; we are still on par with the larger libraries. More people are getting online cards, which will eventually have to be replaced by physical cards.

Sara Hopkins reached out to other libraries about reopening. Most will be by appointment and allow a maximum number of people. Our space limitation would probably allow five to eight people. We would still have curbside pickup. Jenn Shatz asked about appointment length. Sara Hopkins said they would be 20-30 minutes; people are not encouraged to stay – no computer or bathroom access. People may be interested in seeing the new construction. Marthe Ann Gabey asked how hand sanitizing will be enforced. Sara Hopkins said that the double-doors would be used to make sure that patrons are wearing masks and use the hand sanitizer. Laurel Colasurdo asked if an automated scheduling program could be used. Sara Hopkins thought that keeping it simple with a low-tech solution (paper) would work best. Other libraries aren't seeing much demand. Alix Duggan wondered what would happen if a patron was late for their appointment. Sara Hopkins said that people would be warned and books could be handed to them. Jenn Shatz asked where the appointment information will be posted. Sara Hopkins said everywhere possible, once there is a

date. Maureen Cox and Alix Duggan thought that six patrons plus staff would be reasonable – assuming that family member would stay together. Sara Hopkins is assuming that the appointments will take care of groupings. We are not ready for multiple groups; we don't want accidental play dates. The Board is in agreement with the reopening plans.

### Old business

Construction Grant 2018: shed – Alix Duggan noted that the new pad and sidewalk look great but the shed is being custom built by the Amish and is delayed until, most likely, the end of October. Once it's in, we will have to buy hardware and shelving.

Construction Grant 2020: 2<sup>nd</sup> bathroom – Ann Clemente said that UHLS awarded \$10,622 for a 2<sup>nd</sup> bathroom, which is 69% of the project cost of \$15,500 based upon BBC's estimate. We would have to obtain competitive bids. Funds would be received in the Summer of 2021. Alix Duggan said that the current study room would be painted so that it would be functional until it becomes a bathroom.

Reopening plan: schedule appointments to browse – We may be able to start the end of October or beginning of November. There were construction delays. Sara Hopkins hopes to be able to do an online tour.

### Committee reports

Building and Grounds – Matt Perfetti cleaned the gutters and said that it should probably be done as part of spring/fall cleaning. He also noticed that it wasn't draining away from the building, so he borrowed an extension from the front as a fix. Ann Clemente noted that the interior work is exciting. Alix Duggan thanked Sara and Angela for their responsiveness during the construction. She noted that completion by the end of September was an aggressive date. There were delays, but the focus is back on us. Once construction is complete, time is still needed to get ready. The painting is starting in the child room and moving around. The batteries on the exit signs were expired and the signs need to be replaced. Alix Duggan will check all the signs and spotlights to get a count for replacing all at once, which would be easier for the staff. She already approved the \$200 for the exit signs and estimates it would be \$600 to do the rest. They have been up for 10 years and are older battery and lighting technology. Maureen Cox said that she wouldn't say no if it was a safety concern. Alix Duggan wondered if there was a grant opportunity. Matt Perfetti wondered if there were specific code requirements, since the items could be purchased on Amazon for much less. Alix Duggan noted that the \$100 included installation. Ann Clemente recapped that the Board was in favor of doing the update now and Alix Duggan will get the exact amount. Sara Hopkins wanted to officially thank Alix Duggan for the many hours of work she was putting in for the project, including going to Bennington to get casters so the book cases could be moved in time. Ann Clemente thanked Maureen Cox for lining up the Boy Scouts if all the books need to be moved at once.

Annual Appeal – Laurel Colasurdo hopes to send after the health crisis, if it doesn't look like it would be too upsetting. She got a list of names from UHLS that is being whittled

down. Hope to do the mailing the end of October; it will be done in-house. Still plan to do "Giving Tuesday". Although there won't be a "Trunk or Treat", there will still be something fun in the STEAM bags. The Bridge Club is meeting at the Brunswick Community Center; Ann Clemente and Laurel Colasurdo will reach out about the library. Sara Hopkins and Laurel Colasurdo will work on the appeal letter.

By-laws – The by-laws were last done in May 2016 and should be reviewed every five years, so they would be due in May 2021. Jenn Shatz suggested doing them in small sections that would be emailed to people and Sara Hopkins would be included when necessary. Ann Clemente said that the current by-laws are three double-sided pages; they are pretty standard and shouldn't need too many changes.

Community Outreach – What can be done? Jen Mainello will reach out to the committee members to schedule a Zoom meeting. Sara Hopkins said there will be four different Halloween-theme bags for each week in October.

Human Resources – We have to evaluate the Director. Ann Clemente recommended again using the tool provided by Matt Perfetti and Jenn Shatz agreed. The evaluation is due in October/November so plans will be made in the next couple of months.

Nominating – Tom Mahoney is interested in coming back on the Board.

Friends of the Library – Ann Clemente wondered if the Friends could help relocate the plants back to the front of the Library. Anne Poletto had reached out, but hadn't heard back. Sara Hopkins will email when the top soil is delivered.

### New Business

Charter amendment – It is not a priority for DOL. It is on the agenda. When approved, they will let Tim Burke know and he will let us know. Ann Clemente again apologized to the prospective new members for the delay.

Hoopla – Sara Hopkins explained that all libraries subscribed to six months. It is not used as much as Libby/OverDrive, but does allow for multiple readers. \$600 of the \$900 has been spent. Only one library is not renewing the service. Sara Hopkins doesn't want to offer less than the other libraries. Alix Duggan uses it and says it has worked very well. Sara Hopkins explained that Libby/OverDrive is metered and you have to wait in line, while Hoopla requires the library to pay per use and patrons are allowed five items per month. Marthe Ann Gabey wondered if we would lose the \$300 if we opted out. Sara Hopkins said that we would continue until the money was spent. She noted that the Book Club has used and likes it. Marthe Ann thought we should see what happens with schools back in session. Maureen Cox asked what budget line was being used. Sara Hopkins said that she uses the materials budget, but shifts from physical to digital. Sara Hopkins will let UHLS know that we will continue and will find out the length of the subscription. Matt Perfetti wondered if there was any overlap of offerings. Sara Hopkins said there was minimal, but Hoopla was better for videos. The cost is similar to a hard-copy book, but it is difficult to budget. For now, we will continue with the service.

Septic tank – Alix Duggan asked about pumping the septic tank, since it is due. Sara Hopkins said that she received a call from the company and the cost was minimal, so it was already done.

Next meeting – October 20, 2020 at 6 PM

Meeting adjourned at 7:32 as moved by Maureen Cox, seconded by Jenn Shatz. Per rollcall vote, all in favor. Motion carried.

Respectfully submitted,

Anne Poletto