

Brunswick Community Library
Board of Trustees Meeting Minutes

January 19, 2021

Attendees: Dan Casale, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Tom Mahoney, Kevin Mainello, Matt Perfetti, Anne Poleto, Jennifer Shatz, Kelley Triscari

Guests: Ann Clemente

Call to order 6:42 PM

Note: This was a virtual meeting

Approval of November 2020 minutes – There was no December meeting. Motion to accept by Maureen Cox; seconded by Laurel Colasurdo; per rollcall vote, all in favor; motion carried.

Human Resource Committee Report – The committee performed the director’s evaluation via email and virtual meeting. Sara Hopkins performed admirably, especially considering the pandemic and construction. Jenn Shatz moved that the Board accepts Sara’s evaluation and it was seconded by Maureen Cox. There were no objections.

Treasurer’s Report – the finances were discussed in the Annual Meeting. The Finance Committee approved the Treasurer’s Reports for November and December; seconded by Jennifer Shatz; per rollcall vote, all in favor; motion carried. Matt Perfetti moved to accept the 2021 budget; seconded by Tom Mahoney; per rollcall vote, all in favor; motion carried.

Director’s Report – December is usually a quiet month. There were no book clubs. Physical checkouts did well. Online checkouts were up 58% compared to last December.

Committee reports

Nominating – The slate of officers was presented – Marthe Ann Gabey, President; Alix Duggan, Vice President; Maureen Cox; Treasurer; Anne Poleto, Secretary – per roll call vote, all were in favor. Since Derek Foster stepped down, there are an even number of trustees. While this shouldn’t be an issue, any possible candidates should be sent to Laurel Colasurdo or Dan Casale.

Building and Grounds – Alix Duggan noted that we could use another rolling shelf, which would cost about \$2500. A new glass shelf was put in the display case. The wall shelving needs to be finished but we need anchors. Alix thanked Sara Hopkins for being so thoughtful and easy to work with; Sara returned the compliment. Alix suggested trying a fundraiser for the rolling shelf – “in memory of” or “donated by”. The original fundraising plaques need to be put back up.

Annual Appeal – Laurel Colasurdo said that it was a great effort and gave kudos to Ann Clemente, Anne Poleto, Maureen Cox, and Kelley Triscari for their help. Last year, \$19,000

was brought in and this year the amount was \$25,000. Laurel said that while she would still be on the committee, she would like to step down as the chair.

By-laws – A lot of work was put in last year. Jenn Shatz noted that this is an ad hoc committee and shouldn't be needed for 2021. Sara Hopkins will check that all the information on the web site has been updated.

Friends of the Library – Anne Poletto reached out to Dorothy Murray, the president of the Friends group, and they are basically in a holding pattern until the Library can reopen. Laurel Colasurdo noted that the Lansingburgh library has been promoting their book sales in conjunction with people going to the new location for the Farmers' Market. Sara Hopkins said that a small, honor-system book and puzzle sale is set up on the side of the shed, but it is still being used for curbside pickup. A Certificate of Occupancy would be required to hold a large book sale event inside the shed and a ramp is needed for it to be handicap accessible. Sara hopes that the shed will eventually be used for book storage and the sale would be outside using tents and tables. Maureen Cox asked the cost of a ramp. Alix Duggan said it would be \$250-\$300 for a movable aluminum ramp and it was not covered by the grant, since it is not a permanent fixture. She also noted that shelves for the walls have been selected for purchase. Marthe Ann Gabey felt that we should pursue getting a ramp to be ADA compliant.

Old business

Reopening plan – Most libraries are still offering only curb-side pickup. NYLA is trying to get vaccines made available for library staff. Sara Hopkins said that things are changing on a weekly basis.

New Business

Conflict of Interest attestation – All trustees have to complete the attestation yearly. Marthe Ann Gabey asked that everyone review and sign the document. The form can then be returned via scanning and email to her or mailed to the library.

Trustee Training – A schedule for UHLS' training was sent out; it is all virtual. There are books at the library for Tom Mahoney, Jen Mainello, and Kelley Triscari.

BOT meeting – meetings will be the 3rd Tuesday of the month at 6:00 PM

Committee sign up – Marthe Ann Gabey will send out a list of committees for people to sign up as chairs or members.

Town Hall meetings – the town is meeting in person the 2nd Thursday of the month. Sara Hopkins said she will attend once she receives the Covid vaccine. Marthe Ann Gabey said it would be nice if we had a presence and she will go to February's meeting. She asked to let her know if anyone can attend the meetings.

Holiday closings – Sara Hopkins would like to review the dates the library is closed. If we are open on days that UHLS is closed, there are no services or deliveries. Marthe Ann Gabey asked that we think about the days/dates and table the discussion until next month.

Next meeting – February 16, 2021 at 6 PM

Meeting adjourned at 7:36 as moved by Maureen Cox, seconded by Jenn Shatz. Per rollcall vote, all in favor. Motion carried.

Respectfully submitted,

Anne Poletto