

Brunswick Community Library
Board of Trustees Meeting Minutes

June 16, 2020

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

Committee members: Derek Foster, Kelley Triscari

Excused: Jen Mainello, Kevin Mainello

Call to order 6:05 PM

Note: This was a virtual meeting

Approval of May 19, 2020 minutes – Motion to accept with amendments by Ann Clemente, seconded by Matt Perfetti, all in favor, motion carried.

Treasurer's Report – It was noted that the payroll expense has stayed the same. The Finance Committee approved the Treasurer's Reports for May, seconded by Jennifer Shatz, all in favor, motion carried. Sharon and Lewis Zankel made a generous donation.

Director's Report – Since the library was closed, the digital numbers are still way up. The first digital book club was held. The Facebook post-reach was down, but this could be an adjustment to the "new" normal. Curbside pickup started on 6/8, so a drop in social media is expected. We have been getting lots of thank-you's for yoga and reading. People are excited about pickup. Also, offering "Storytime in a bag". A picture of the "soft" groundbreaking was posted and quickly raised \$175. It's expected that the Summer will be bumpy with Covid-19 and construction. It's good that construction is happening during the closure and social distancing.

Old business

Paycheck Protection Program – the application was submitted, thanks to Marthe Ann Gabey along with Maureen Cox, Sara Hopkins, and Marilyn. Marthe Ann went to the SEFCU site to submit the preliminary application; after supplying some additional information, it was approved and went to Ann Clemente for signature. The amount of \$22,917.14 was deposited in the account. 60% of the funds can go to payroll and 40% to operating expenses. We have to pick an eight-week period for using it. This will be very helpful and there should be no problem in getting it forgiven.

Payroll expenses – No longer an issue with PPP. Currently, everyone is back in the building working regular hours.

Reopening plan – It was proposed and approved in May. Patrons are scheduled 15 minutes apart for pick up. When books are dropped off, they are quarantined for three days, as recommended by UHLS. Delivery is slower because UHLS is also holding for

three days. Ann Clemente asked if staff could sign a copy of the plan; it was distributed to all staff. She also noted that Tim Burke would be willing to attend a meeting to answer any questions.

UHLAN Fees – they continued to have payments on their end, so need the member libraries to also pay. It is a suite of services being offered. They aren't getting state money. In addition, they put their own money in to Hoopla.

Committee reports

Building and Grounds – Ann Clemente thanked Kevin Mainello for assisting with the building permit and thanked Derek Foster for offering cleaning services, which would be done after construction. She noted that there was a pre-construction meeting with Caitlin Beaudry yesterday and everything was in order. The three-week look a head was broken down by who and what and was wonderfully laid out. Alix Duggan commented that Caitlin was great to work with and has a schedule for the entire project. The biggest change to see will be to the south side and the parking lot is already marked off. Alix presented a PowerPoint showing the plans. There will be a 10x20 addition, residing will be done after window removal, the entrance will have wooden posts, the entry doors will be reused, and the east side of the addition will have a new picture window. The demo of the old office will be at the end of August. The sidewalk will stay, but the lamppost will have to move. The current cabinets and counters will fit in the new office and the current circulation area furniture will fit in the new circulation area. The book cases can be reused, but may need to be cut down to allow them to be put on wheels to allow for movement when a large area for groups is needed. Additional book cases may be required. The color palette was chosen so the library would look fresh and new. Sara hopes to use the graphics to generate excitement and fundraising opportunities. Ann said that a couple of patrons had already reached out to see what was needed. If the look ahead is emailed to Sara, she can let the staff know who is coming. The overall schedule shows the walls breaking through on 8/26. Sara wants to have a "call to the community" asking that they help by bringing home as many books and movies as they can. Books are being weeded, which is generating excitement at the free book cart. Less popular books are also being moved to the basement. It will still be a physically intensive jobs to move all the books, but it may be hard to do with masks, which would limit the use of volunteers. However, volunteers would be needed to take down the wall-mounted book cases. A change order was submitted because the need for a poured foundation instead of piers was identified under the portico.

Friends of the Library – Helped to move the plants on the south side of the library; hoping to put them back after construction. Not sure if there will be town concerts or the 50/50 raffles. Sara said that she received the stipend.

New Business

Construction Grant 2018 unused funds – the 2018 grant covered the TV, emergency door, and wall insulation for the bathroom. There is still \$8000 to be spent because the

work cost less than expected. Sara Hopkins checked about having it tied into the current grant, but it has to be a separate project. It also can't be used for furniture. Tim Burke suggested doing what Grafton Library did and purchase a shed. It would need to be on a concrete slab to be considered permanent. Sara thought it would be a great idea because we don't know if there will be a second round of Coronavirus and this would be a beautiful place for contactless delivery. It could then be a place for the Friends to have book sales and/or bake sales. It hasn't happened in the past because it wouldn't pay for itself from just book sales. The community has been wanting to donate books again. If the Board approves, the form will need to be submitted and approved. A space would have to be identified and may need a variance. Grafton bought theirs from the Shed Man. Caitlin Beaudry is quoting a stick-built option. We wouldn't need electricity. The pad could be poured with the other site work. Maureen Cox mentioned that we should get a third quote. The Board thought it was a good idea. Sara said she was concerned that books could be damaged with the current curbside delivery if there was inclement weather. Ann Clemente asked if it could look similar to the library and Sara suggested we look at the one in Grafton, that matches their library. Sara also mentioned that we would have to return the grant money if it wasn't all used, which would make it harder to get future grants. There are not a lot of projects that can be done for \$8000.

Construction Grant 2020 application – applications are now being accepted. Sara was thinking of applying to get a 2nd bathroom installed. Since the grant pool is not as large as usual, the hope is that the smaller projects would be more likely to be approved. The process is to 1) pick a contractor, 2) have the work done, 3) pay, 4) scan the receipts, and 5) close and submit.

Emergency door procedure – the door now has a delayed alarm and the staff know what to do

Small groundbreaking ceremony on 6/15/20 – Supervisor Herrington was in attendance. All are looking forward to a ribbon cutting.

Next meeting – July 21st at 6 PM; we may be able to meet in person; the need for an August meeting will be evaluated.

Meeting adjourned at 7:28 as moved by Anne Poleto, seconded by Maureen Cox, all in favor, motion carried.

Respectfully submitted,

Anne Poleto