

## **Brunswick Community Library**

**June 18, 2019**

### **Board Meeting Minutes**

Attendees: Dan Casale, Tom Mahoney, Laurel Colasurdo, Anne Poletto, Ann Clemente, Alix Duggan, Jennifer Shatz, Kevin Maniello

Excused: Sara Hopkins, Maureen Cox, Matt Perfetti, Marthe Ann Gabey

6:07 pm: Call to Order

May 2019 Minutes: Move to accept by Tom Mahoney; seconded by Laurel Colasurdo; all in favor; motion carried

Treasurer's Report – Approved by Finance Committee, seconded by Jenn Shatz; all in favor; motion carried

Director's Report – Ann Clemente highlighted that circulation is still up, the Home School Fair is a new initiative, the summer reading kick-off is scheduled for 6/27, and there is sufficient commitment to hold the Civil War reenactment.

Ann Clemente read the current Mission Statement and asked us to think over the summer about how to make it our own. It is a bit wordy and repetitive. The Library's resources should go to supporting the mission.

#### **Old Business:**

Annual appeal: Sara obtained five quotes from printers and reviewed with Ann Clemente and Maureen Cox. Prout Printing was recommended. It was discussed that this may not need Board approval in the future as long as the cost is within the budget. Laurel Colasurdo made a motion to accept the recommendation of using Prout Printing; seconded by Kevin Maniello; all in favor; motion carried.

Annual UHLS Celebration – it was a nice celebration. Sara received the award for best adult program, as well as related proclamations. It was noted that there will be a picnic to commemorate the Library Expedition (36ers).

Advertising – use the Eastwick Press; they will often give us space if they have room

Library Insurance Policies – Matt Perfetti and Ann Clemente will review

Simple IRA – this is not working well for staff; now with SEFCU; Library provides a 3% match

Sexual Harassment Training – At UHLS' suggestion, Sara contacted KnowBe4. They are used by several downstate libraries. While it sounds expensive, the contract is for three years and includes other courses. A big benefit is that the training can be done online from anywhere, with the ability to stop and restart the course. Tom Mahoney made a motion to approve

purchasing the subscription to the training materials; seconded by Dan Casale; all in favor; motion carried.

#### Committee Reports:

Building and Grounds – The grant pool is open and small projects should be submitted. Do we want to spend the money if we are getting a new building/doing an expansion? Are there any improvements that can be done in the circulation area? Want to make improvements to enable the library to be open during construction. Could the vestibule be moved outside? Matt Perfetti offered to help with grant writing. Alix Duggan had some questions about the rendering but want to discuss before meeting with the architect – some questions may already have been asked and answered. There should be sufficient parking. Does code allow the propane tank to be buried? It would be nice to use more of the lawn.

Human Resources (formerly Policy and Procedure) – The Human Resources committee is a standing committee required in the by-laws, but is the same work being done by the Policy committee. The following policies are ready to be submitted for approval: Laptop and Internet Use, Library Cash Box, Library Cash Register, Patron Code of Conduct, Conflict of Interest, and Sexual Harassment. The Facilities Use is the consolidation of six or seven policies and is almost complete. There was a question on the appropriate age for an unattended minor. The Board agreed on 12 years of age. It was also noted that the Conflict of Interest should be signed annually by Board members. The Emergency Preparedness requires more consideration and a joint meeting with the Building & Grounds committee is planned for July 11<sup>th</sup> at 6:00PM. Jenn Shatz moved to have the policies that were ready approved; Seconded by Laurel Colasurdo; all in favor; motion approved.

Also discussed were the possible purchase of a new cash box, if the security system should be upgraded, options for outside cleaning staff, if needed, and the Better World Book drop. Alix noted that she saw the book drop at another library and had some concerns. The company is reevaluating its locations.

Friends – Garden Day was successful, making about \$1400. Not meeting over the summer, but will be doing the 50/50 raffles at the town concerts. Board members has some comments about there not being as many/as much of a variety of plants this year. Tom Mahoney mentioned that the unsold plants and empty pots do not get removed until he does it. Anne Poletto is going to suggest that next year they also think of having a clean up crew.

#### New Business:

Sara Hopkins was interviewed on News 10 and did a wonderful job.

Next Meeting is July 16<sup>th</sup>, agreed to skip the August 25<sup>th</sup> meeting

Town Meeting is July 11<sup>th</sup> and Marthe Ann Gabey is scheduled to attend. Dan Casale was a sub at the last meeting

Core Trustee Training is July 11<sup>th</sup> at UHLS and Alix Duggan is set to attend.

Succession Planning – Ann Clemente and Tom Mahoney have completed their second terms. The President's position is open.

Meeting adjourned at 7:10 PM; motioned by Jenn Shatz; seconded by Tom Mahoney; all in favor; motion carried.