



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

June 16, 2026 - 6pm

The Brunswick Community Library provides access to life-long learning, resources, engaging activities, and an inclusive community space for all.

Call to Order: 6:03 pm

Present: Virginia Anderson, Brittany DeWire, Alix Duggan, Therese Goyette, Rick Jensen, Meredith Lee-Clark, Jonathan Mann, Annie Metzger, Carol Rosbozom, Jenn Shatz, Yusuf Silk, Andrea Wedler, Debra Zaffuts. Excused: Sara Hopkins.

Approval of May 2026 meeting minutes: Motion to approve by Alix; seconded by Brittany. All in favor, motion carried unanimously.

Treasurer's Report

- UHLS Director Chris Sagaas recommended that the best practice is that all the libraries in the system annually hire an independent auditor to conduct either a financial review or a financial audit. Andrea, exploring this possibility for us, met with an auditor about doing a financial review; his first question was, Why do you want to do this? Apparently a financial review costs \$7-10K, a full financial audit is \$15k+. This professional auditor thinks that we are doing an excellent job with the financials and are low-risk, and recommends against our having a financial review performed. He recommended using a payroll service (which we think we do), and performing periodic backups. Andrea will work with our bookkeeper to implement these suggestions and create a succession plan.
- Garden Day made \$260 from mulch, \$930.70 from plants/books/face painting/other = \$1190.70. We are pleased.
- Spring Appeal donation update: as of 2 pm today is \$8191. We are also pleased with this!
- Approval of May 2026 Treasurer's Report: The finance committee reviewed and approved the finance documents online, prior to the meeting. The finance committee moves to approve the May 2026 treasurer's report. Jenn seconds the motion; all in favor, the motion carries unanimously.

Director's Report

- Sara shared the statistics via email prior to the meeting.
- Monthly Community Message: Summer Reading Program sign up begins June 22. The reading challenge runs from June 28 - August 29. All ages are welcome!
- Sara felt that the in-house printing of the fundraising mailing interfered with the daily operations of the library and the services that we offer, so she called NorthCo, the company that provides our copier, to find out the cost of having future mailings done at their printing facility (printed, envelopes printed, stuffed, mailed). It seems very cost effective to have them do all the printing, but Alix is in opposition to having NorthCo stuff the envelopes. She feels that the president's writing of personal notes on the letters of businesses and major donors has a significant return, and hopes this practice is continued in a new administration.

Committee Reports:

Continued work supports 2026 goals...

- **Building & Grounds:**

- 2026 DLD construction grant work (siding & insulation): Yusuf talked to both Curtis Lumber and Erie about siding, and thinks we should go with Curtis Lumber for materials. One estimate came in at \$13,500 for siding, and about \$12,000 to install. He is working on scheduling dates with other companies for two more bids. The portal for the grant is not yet open.
- Backyard pavilion update: Yusuf met with a concrete contractor about the backyard pavilion etc. We should add a small roof over the side exit door while we are doing the siding. Main Care finally responded - 7/10 at 8 am someone will come to assess moving the fuel tank in the back yard.
- Annie installed an irrigation system for the garden.

- **Fundraising / Annual Appeal:**

- Garden Day recap: Delightful. The format was excellent, with workshops in addition to the plant sale, book sale, and mulch sale. Sara would like more bodies present to do the physical work of setting up, taking down, moving things during. More event promotion was needed.
- The Fundraising Committee will meet to work on the outline and date of the next event. Perhaps Friendsgiving could replace Fall Fest.
- 50/50 summer concerts: We have been selected to do the 50/50 for the Refrigerators for the town concert on 6/30. We will need help selling raffle tickets! Send Virginia an email if you're able to help. Concert starts at 6:30 pm, so helpers should arrive by 6. Bring your children to help sell tickets!

- **Nominating:**

- Ongoing portfolio of resumes: Pam Skaarup is interested in learning more about being on the board, as is Eliza Hunter.
- President position transition for 2027: Alix is working on a transition memo. After the meeting tonight, she will be meeting with potential candidates for future president and hopes to have more information about the succession plan to share at the July meeting.

- **Personnel & Policy:**

- Updated and new policies for **review/vote**:
 - The policy and personnel committee recommends that we adopt the attached revised open meetings law policy (See Exhibit 1). Meredith moves that we adopt this open meetings law policy; Andrea seconds the motion. Brittany asks for clarification about if we can vote on and adopt this policy without 30 days of notice and Meredith confirms that we can with this type of policy vote. Jenn highlights that this policy includes a recommendation that the President include a "public comment" section on the agenda at each monthly meeting, and spoke about the value of embracing public comment and providing a framework for that to happen. All in favor, the motion carries unanimously.
 - Meredith noticed that the purchasing policy is not on the website and contacted Sara to correct that oversight.
 - Financial Controls, Facility Use, and State of Emergency policies and Emergency Preparedness Procedure are all in the draft stage, being actively worked on by members of the P&P committee. All three are on track to be ready for a vote at the July meeting. There was discussion around whether we have various first-aid materials available and whether staff had proper training to deploy them; Brittany's husband Ray (an EMT) has a first-aid workshop already scheduled at the library, and Brittany may suggest to him that he make a plan to go over these items with the library staff.

- **Technology / Website ad hoc committee:** is done with its job for now.
- **Community Engagement Committee: Alix moves to create this ad hoc committee, and appoints Brittany as chair.** Brittany would like to have some kind of outdoor sign where our upcoming events can be listed, as some people still miss the electronic sign. She would like to explore non-electronic updateable signs. The board agrees. The committee will work with the director to determine what sign will go by the roadside, and the board will direct the library staff to update and maintain the sign.

Old Business:

- Sara is still in talks with the Regeneron employee offering to host a library facilities project for October 2026, and a library patron wants to be the liaison between Regeneron and the library.
- Parking lot sheds/boxes status:
 - Boy Scout Bottle Drive: Sara has both an email and a phone number for a man who is supposed to be the contact for the library with the Boy Scout troop. She sent this contact an email, crafted by Jenn. She asked for a plan for how the bottle mess was going to be avoided in future, and if a plan was not provided, requesting the shed be removed. It was sent 5/21, with a deadline of 1 month to reply, and there has been no response. Alix will call the phone number Sara has on Thursday, which is the 1 month deadline, to see if we can get a response.
 - St. Pauly's Collection: The representatives from St. Pauly were so glad that Sara brought the dumping troubles to her attention that they immediately installed a camera and sign saying "you're being monitored". They are wonderful and responsive to work with.
- September Legal Basics for Library Trustees training session: Chris Sagaas is available on 9/22, which is NOT our meeting date. We will change our meeting to 9/22! Meet at 6, and have the training at 6:30 pm.

New Business:

- Honor Garden brick ordering window is open! It will close on August 15th, then the bricks will be ordered to have them here by fall fest/whatever our fall celebration will be.
- News from other UHLS libraries: Troy library spring appeal was mailed the week after ours. We are thankful we got ours into our patrons' homes first!
- Virginia brought Thank You Cards for board members to sign thanking those businesses who donated to Garden Day.
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Public Comment Period: no public attending.

Next Brunswick Town Council meeting: July 9, 2026 at 7pm (*Carol Rosbozom attending for BCL*)

Next Library Board of Trustees meeting: July 21, 2026 at 6pm. No Meeting in August, September Meeting 9/22, which is a change from our usual schedule.

Adjourn 7:20 pm: Jenn motions to adjourn, Carol seconds, all in favor, motion carries unanimously.

Exhibit 1.**Open Meetings Policy****Purpose and Intent**

The Board of Trustees of Brunswick Community Library is committed to conducting the public's business in an open and transparent manner consistent with article 7 of the Public Officers Law, commonly known as the Open Meetings Law.

It is the policy of the Board that meetings shall be conducted in accordance with the Open Meetings Law and all other applicable provisions of law. This policy is intended to provide guidance to trustees, Library staff and members of the public regarding attendance at Board meetings and the conduct of Board business. This policy shall be interpreted and applied in a manner consistent with the Open Meetings Law, and any inconsistency shall be resolved in favor of the applicable law.

Meetings

A "meeting" means the official convening of a quorum of a public body for the purpose of conducting public business (Public Officers Law § 102 [1]). For purposes of this policy, meetings of the Board are subject to the Open Meetings Law whenever a quorum of the Board convenes to discuss or conduct Library business, regardless of whether a vote is scheduled or formal action is taken. Except as otherwise permitted by law, all meetings of the Board shall be open to the general public (Public Officers Law § 103). Notice of meetings shall be provided in accordance with Public Officers Law § 104.

Executive Sessions

An executive session is a portion of an open meeting during which the public may be excluded for one or more of the purposes authorized by Public Officers Law § 105. The Board may enter executive session only upon a majority vote of its total membership taken at an open meeting and upon a motion identifying the general subject or subjects to be considered (Public Officers Law § 105 [1]). Executive sessions may be conducted only for those purposes specifically authorized by Public Officers Law § 105. No formal action shall be taken in executive session except as permitted by law.

Public Attendance and Participation

Members of the public are welcome to attend and observe all open meetings of the Board. Attendance at a meeting does not confer a right to participate in Board discussions, deliberations or decision-making. The Board may, however, provide an opportunity for public comment as part of an open meeting. When public comment is permitted, the President of the Board, or other presiding officer, may establish reasonable procedures governing public participation, including:

- a limit of three (3) minutes per speaker;
- a total public comment period not exceeding thirty (30) minutes; and
- reasonable requirements regarding the order of speakers and the subject matter of comments.

If any speaker does not have a chance to comment at the meeting, he or she may submit their comments in writing to the Board.

Comments shall be directed to the Board as a whole in a respectful manner. Personal attacks, harassment or disruptive behavior will not be tolerated. Public comment must refrain from profane language and from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability or any other protected characteristic.

Public comment should not include personal or confidential information about individuals unless such information is already publicly available or required by law.

The Board is not required to respond to comments or questions during the meeting.

The President of the Board, or other presiding officer, may take reasonable measures necessary to maintain order and ensure the efficient conduct of the meeting. Any person who disrupts the orderly conduct of the meeting, interferes with the ability of others to observe the meeting or refuses to comply with reasonable rules of order may be directed to cease such conduct. If the disruptive conduct continues, the presiding officer may declare a recess or adjourn the meeting.

Minutes

Minutes shall be taken at all open meetings of the Board and shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon, together with the vote thereon, in accordance with Public Officers Law § 106. Minutes of executive sessions shall be prepared when required by law and shall consist of a record or summary of any final determination, action or vote taken, without disclosing matters that may properly remain confidential (Public Officers Law § 106 [2]). Minutes shall be made available to the public within the time periods prescribed by law.

Videoconferencing

The Board may conduct meetings through videoconferencing technology as authorized by Public Officers Law §§ 103 and 103-a. Any meeting utilizing videoconferencing shall be noticed and conducted in accordance with applicable law and shall provide public access to the meeting as required by law. To the extent required by law, meeting notices shall identify locations where the public may attend in person and shall provide information regarding remote access to the meeting.

Amendments

The Board recognizes that the Open Meetings Law may be amended from time to time. Accordingly, references to specific statutory provisions shall be deemed to include any successor provisions, and applicable law shall govern in the event of any conflict between this policy and the Open Meetings Law.