



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

January 20, 2026 - 6:30pm (or immediately after the Annual Meeting)

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

Call to Order: 6:41pm

Roll Call → Present: Virginia, Brittany, Alix, Therese, Rick, Meredith, Jonathan, Carol, Jennifer, Andrea, Debra, Sara, Yusuf

Not Present: Annie (excused)

Approval of November 2025 meeting minutes: Motion to approve - Alix; seconded - Meredith. All in favor (but for new members), abstained - Rick, Jonathan, Jenn

Treasurer's Report

- Approval of November and December 2025 Treasurer's Report: *The Treasurer sent the report via email in the days leading up to the meeting, and the Finance Committee met immediately prior to this meeting to discuss the report. The Finance Committee (Andrea) made the motion to approve the Treasurer's Report; seconded - Carol. All in favor (but for new members), abstained - Rick, Jonathan, Jenn.*
- 2026 Budget vote: *Adjustments from last year outlined (ex: removed passports, potential savings draw for maintenance, increase to materials and programs for Director, increase to payroll).*
 - Q: *(About Fundraising lines)*
 - A: *Things that don't have prior lines had been rolled into one, but now broken down for clarity. The Finance Committee (Andrea) made the motion to approve the 2026 Budget; seconded - Jenn. All in favor, motion carried unanimously.*
- Discussion was had regarding Annual Appeal: *Very good response to Spring appeal, not as large for the Fall appeal, but very well reviewed as a Holiday Card. The Spring Appeal was a particularized ask for library items and the result of those items could be seen by patrons (like the new library sign). The Fall Appeal was a "soft" ask for fundraising, more about reaching out to the community and sending holiday greetings.*

Director's Report.

- *The monthly statistics were shared via email (attached).*
- *Highlights: ComicsPlus App for different age groups.*
- *Upcoming Events: Herb Club January 21st (Repurposing Found Objects Into Garden Art) & Adult Clothing Swap - January 30th and 31st, [Herb Club - March = making kimchi]*
- *Monthly Community Message: Discontinuation of Hoopla Service. The cost is not sustainable. Libraries nationwide canceling. Librarians do not have control over the quality of the collection, but the library pays a per-use cost. Money from Hoopla shall be put towards Libby and physical collection. 60 day notice already given to Hoopla.*

Committee Reports:

- **Building & Grounds:** Furnace replacement; ADA checklist items; exterior concrete work.
 - Regarding the furnace malfunction - *Michael Saldi was called for emergency servicing. Replacing the broken inducer motor with an after-market part would have taken many days and cost \$2,800.00, but the cost to replace it all was \$6,500.00. The furnace was from 1997, and the motor was not made anymore, so we replaced the entire system. 2 days after it broke, it was fixed!*
 - *ADA checklist items: New paper towel dispenser is now compliant. 2 new accessible parking signs ordered, need to be put up. Concrete work to make emergency exits into ramps (currently a step down) - will do that with other exterior concrete work in the Spring. Would like to get bids by the end of February.*
 - *Other additions/improvements in the past year: Recycled the microwave, New cordless vacuum for the building, installed shelves on the shelving units.*

- **Fundraising / Annual Appeal:** Holiday Postcards/Appeal update; March Madness Cookie Contest; Honor Garden brick orders.
 - *Holiday cookie bakeoff did not work out. Not enough sign-ups.*
 - *Upcoming March Madness Bakeoff scheduled for March 30th (Committee will have a meeting in February to plan)*
 - *Garden Day May 16th - This year will be a day full of demonstrations by community members (similar to a flower and garden show)*
 - *Honor Bricks - Open windows for orders placed so it can be an order placed and then immediately put in the ground.*

- **Nominating:** Ongoing portfolio of future nominees.
 - *Great work for the 3 new board members.*
 - *Chair, Andrea, indicated that she has a list already of people for next year. Once identified, individuals will be interviewed to ascertain their commitment to the library.*
 - *Alix's term ends in 2027. Many members are up for their 2nd terms next year.*

- **Personnel & Policy:** "New Trustee Packet"; UHLS Equity Challenge updates
 - *Committee: Looks at, reviews, and adapts new policies; heads up Director's Annual Review; New Trustee Packet handed out today (on Google Drive for Board members with links to the by-laws and more).*
 - *Equity challenge - close on the ADA one (may be complete and ready for submission). To review other sections and see if any outstanding ones can be completed.*

Q: *Can volunteers help at the library?*

A: *Volunteers cannot do work that paid employees do.*

Q: *What if paid employees are doing a conference or training, could volunteers help keep the library open?*

A: Need to look into it.

- **Ad-Hoc Website Committee:** updates to website. Facebook and IG run by the Director for consolidation purposes. Website is a group contribution and easily improvable.
 - 2026 Goal → How to reach more members consistently? Everyone uses technology, but they use it differently. For those not using Facebook or receiving the email newsletter, how can they be reached?
- **Finance Committee:** address finances of the library and board budget.
 - Mandatory members: Treasurer, President, Vice President, Director

Old Business:

- Elks Fundraiser Dinner on February 2nd: Volunteers are Annie, Deb, Yusuf, Alix, (Brittany)
- Executive Committee meeting report (Committee Members: President, VP, Treasurer, Secretary, Director). Meetings are held quarterly. At the last meeting the committee went through our goals for 2026 and beyond, confirmed all of the committees and that they were still active, and finished the oath of office. Staffing issues and Hoopla were discussed, and the Little Library was to be, and now has been, deconstructed.

New Business:

- Google Drive accounts for new Board Members; schedule Google Workshop training session. Email addresses for the library shall be created by the Director.
- Conflict of Interest forms for all Board Members. These were Addressed and signed by all Board Members.
- Committee Rosters for 2026:

<i>Building and Grounds:</i>	<i>Chair = Yusuf.</i>	<i>Members = Annie, Virginia, Rick, Jonathan</i>
<i>Finance:</i>	<i>Chair = Andrea.</i>	<i>Members = Alix, Brittany, Yusuf</i>
<i>Fundraising/Annual Appeal:</i>	<i>Chair = Virginia.</i>	<i>Members = Therese, Annie, Deb</i>
<i>Honor Garden:</i>	<i>Chair = Virginia</i>	
<i>Personnel & Policy:</i>	<i>Chair = Meredith.</i>	<i>Members = Annie, Carol, Deb, Jenn</i>
<i>Equity Challenge:</i>	<i>Chair = Meredith & Deb.</i>	
<i>Nominating:</i>	<i>Chair = Andrea.</i>	<i>Members = Virginia, Carol, Jenn</i>
<i>Technology:</i>	<i>Chair = Brittany.</i>	<i>Members = Jonathan, Rick</i>

- News from other libraries: Deb attended a meeting at the Poestenkill Library regarding high functioning boards. Deb was confident in how we are doing as a Board. She shared some tips and tricks for what we can do in the community.

Next Brunswick Town Council meeting: February 12, 2026 at 7pm (Yusuf attending)

Next Library Board of Trustees meeting: February 24, 2026 at 6pm (UHLS CORE Trustee Training)

Adjourn 7:55pm: Alix moved to adjourn; Meredith seconded. All in favor; motion carried unanimously.

ATTACHMENT

Brunswick Community Library Treasurer's Report for 2025

Our library closed the year on solid financial ground. Our income was \$30,951 over budget and our expenses were \$3,563 under budget. We received \$157,320 from the Town of Brunswick, \$35,000 from the Brunswick School District and \$7,030 from Rensselaer County. Our income is augmented by donations from library patrons, grants and miscellaneous other donations.

Annual Appeal, Fundraising and Gifts

The annual appeal letter was sent out twice this year in June and November to around 1,300 people from a list of previous donors and library card holders. This mailing had a \$16,187 response in June and July and a \$9,297 response in November and December. Donations continue to trickle in during the new year. We also receive contributions throughout the year via checks, a donate button on our webpage using PayPal and solicited donations through Facebook. The total of all donations for the year, including annual appeal, was \$48,454. These donations are for the library's annual operating expenses and capital expenditures.

Our total gifts and endowments were \$28,720.

Our fundraising activities raised \$8,127 with some of those items being: Town concert 50/50; Garden Day; the Bake-Off and the Honor Garden Bricks.

	12/31/21	12/31/22	12/31/23	12/31/24	12/31/25
Savings	\$148,577	\$222,811	\$142,819	\$124,538	\$156,402
CD	n/a	n/a	\$103.,43	\$210,741	\$0
Schwab	n/a	n/a	n/a	n/a	\$245,152
Total	\$148,577	\$222,811	\$245,861	\$335,729	\$401,554

Anticipated Spending from Building Accounts

We anticipate additional large building maintenance expenditures this year and have increased the maintenance budget with a draw from savings, if necessary.

Conclusion

Our financial successes continue. We are fortunate to have had another positive year punctuated by donations made in response to the annual appeal. Our Balance Sheet ended the year very healthy.

Andrea Wedler 1/20/26

DIRECTOR'S REPORT *(edited for formatting only)*

To: Brunswick Library/Town Board
From: Sara Hopkins, Library Director
Date: 1/5/2026
RE: Library Stats Dec 2025

Notes:

- Highlight new ComicsPlus app. It has separate access points for children, teens, and adults.

Upcoming Special Events:

1/7 - Watercolor Class
1/8 - CCE Tech Help
1/13 - Citizen Preparedness Training
1/16-1/17 - Kids Clothing Swap
1/21 - Herb Club: Repurposing Found Objects Into
Garden Art
1/30-1/31 - Adult Clothing Swap

Library Services:

Visitors - 1669
Reference Questions - 260
Wi-Fi Use - 153 unique users, average 17 per day
Study Spaces - 257
Tech Use & Assistance - 47
Total: 2386 (2055 in 2024)
*Note - 2 snow days & 1 closure day due to broken
furnace

Checkout Statistics:

Physical Items: 2786
Overdrive: 1783
Hoopla: 110
ComicsPlus: 188
NewsBank: 1103
Total: 5970 (6121 in 2024)

Program Statistics:

Craft Kits - 80
Storytime - 132
Bridge - 27
Knitting - 34
Book Club - 11
Tech Help - 3
Kids Book Club - 5
Puzzle Swap - 100
Herb Club - 20
Cookie Share - 15
Winter Wonderland Party - 95
Jingle Bell Ballet - 23
Scavenger Hunt - 46
Snack Club - 262
Winter Village Craft - 9
Stocking Stuffers - 44
Book Bingo - 6
Total - 912 (349 in 2024)

Director's Meetings & Programs:

12/1 - Director's Eval
12/9 - Kids Book Club
12/10 - Herb Club Holiday Tea
12/11 - Winter Wonderland Party
12/15 - BoT Night
7 Storytimes