

**Brunswick Community Library**  
**Board of Trustees Meeting Minutes**

**May 17, 2022**

**Attendees: (6 board members)**

Dan Casale, Maureen Cox, Alix Duggan, Sara Hopkins, Jen Mainello, Kevin Mainello, Jennifer Shatz

**Excused: (6 board members)**

Marthe Ann Gabey, Grace Kosinski, Tom Mahoney, Matt Perfetti, Anne Poletto, Kelley Triscari

**Meeting was called to order at 6:03pm.**

*There were not enough Board Members in attendance to have a voting quorum. The meeting proceeded to discuss as much business as possible. All motions were held until the next meeting unless otherwise noted.*

**Approval of April 2022 minutes:** April 2022 minutes were emailed as a PDF and also uploaded to BCL Google Workspace by Anne Poletto. The minutes will be distributed via Google Workspace in the future. *We were unable to make a motion to approve the April 2022 minutes.*

**Treasurer's Report:** The financial statements were circulated via email by Maureen Cox. Passport income has increased. Issues with our debit card are resolved. This was a 3-payroll month so we appear to be slightly over budget but that will be corrected in the next period. Our 990 is usually filed in May; we will need an extension which is no problem. Maureen will work with Liz Doyle to sign it next week. *We were unable to sign financial statements or make a motion to approve the Treasurer's Report.*

**Director's Report:** The full report was distributed via email and uploaded to the BCL Google Workspace by Sara Hopkins. The Library has been getting busier and busier each month (2537 total visitors). 127 seed packets and many donated shrubs were distributed. Our Community Dance, funded by a grant from Dance Flurry, will be held on May 20<sup>th</sup> on the back lawn (weather permitting) or will be moved indoors with the attendance capped and windows opened.

**Committee Reports:**

**Building and Grounds –**

Power to shed: Three competing quotes have been received. All things being equal, we will choose the lowest bidder, which is Tech Electric (\$1,800). *Alix Duggan will ask for Board Members to approve hiring Tech Electric via online vote. (Grace will abstain from voting due to conflict of interest.) With 7 "in favor" votes, Alix will contact Jerry Cherrier to schedule the work.*

Fencing for back lawn will not be covered in DLD construction grant so we would need to fund the entire project ourselves. The committee will discuss ideas for donations or fundraising efforts.

Five gutter downspouts need to be replaced.

Damage to interior corner near book display: awaiting reimbursement response from UHLS.

**Annual Appeal/Fund Raising –**

Garden Day update: plant sale, children's activities, vendor tables, bake sale, and food trucks by Iron Works and Pizza Trails are organized. Jen Mainello would like each Board Member to pre-sell 10 Iron Works BBQ chicken meal tickets (either on the paper spreadsheets she prepared or online). All pre-sales can be received at the Library or online.

Recovery Room Fundraiser – final tally \$97.08. We will try to do another one in December.

Spring appeal letter – approximately \$4,000 in donations to date.

Fall Fest Preparations – Fall Fest will be on September 24, 2020. The committee will start contacting vendors as soon as Garden Day is over. They would like a local author to do a children's book reading, have musical guests, and other entertainment and vendors.

**Human Resources** – Jenn Shatz is preparing a Video & Photography Policy in response to the acts of aggression and invasion of privacy that have been happening at other libraries. Sara issued a warning letter to a patron who was in breach of our Code of Conduct due to inappropriate and aggressive language.

**Technology** – All Board Members should have their new BCL Google Workspace email addresses active to start using the online documents this month. Due to low attendance, we did not conduct an online training session. We will talk about when to reschedule that session at the next Board Meeting.

**Nominating** – A potential candidate is observing tonight's meeting again. *The Nominating Committee hoped to vote to install her this evening, but we did not have a quorum to make the motion. This will be held until the next meeting.* Due to the possible resignation of another current Board Member, we may look to add one more person this year. We are looking to add two new members in 2023, and Dan Casale reported that the committee has good prospects.

**Old Business:** The Girl Scout Gold Award Project will be unveiled at Garden Day.

**New Business:**

Dan Casale asked about coordinating donations for Garden Day. Sara suggested that pots should be brought to the brown shed at BCL as soon as possible so people can start taking them home to split their plants. Please bring plant donations back to the Library no sooner than the week before Garden Day! Bake sale donations should arrive no sooner than June 2<sup>nd</sup> so they don't spoil!

**Next BOT meeting – 6/21/2022 at 6 pm**

**Next Town Board meeting – 6/9/2022 at 7pm**

(Jenn Shatz noted how helpful it is to have a BCL Board Member there with Sara to show the Town Government our support. Alix Duggan will be unable to attend the next meeting on June 9<sup>th</sup> and hopes that another Board Member will be able to take her place.)

**Meeting was unofficially adjourned at 6:45pm.** *We were unable to make a motion to adjourn.*

Minutes respectfully submitted by Alix Duggan in Anne Poletto's absence.