



Brunswick Community Library

BOARD OF TRUSTEES MEETING MINUTES

May 19, 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: 6:02

Present: Alix Duggan, Therese Goyette, Rick Jensen, Meredith Lee-Clark, Jonathan Mann, Annie Metzger, Jenn Shatz, Yusuf Silk, Andrea Wedler, Debra Zaffuts, Sara Hopkins

Excused: Virginia Anderson, Brittany DeWire, Carol Rosbozom,

Approval of April 2026 meeting minutes: Alix moves to approve, Deb seconds, all in favor, motion carries unanimously.

Treasurer's Report

- Approval of April 2026 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 motions to approve the Treasurer's Report; seconded by Jenn. All in favor, save Rick who abstains from voting. Motion carries.
- 2026 Subaru Share the Love Donation: \$13,500! Even more than last year! We feel so lucky.
- One of Sara's friends hosted a Lord of the Rings party at Bard and Baker and ran a raffle with the library as the beneficiary, and earned us \$225!

Director's Report

- Monthly Community Message: Promote UHLS Libraries App: -Store your family's library cards on your phone. -View library events on the "What's Up" calendar. -View the catalog, renew books, and order books. *Note: The UHLS Libraries App shows the catalog for PHYSICAL items, the Libby App shows the catalog for DIGITAL items.
- Sara hosted a very successful tea party yesterday. Patrons have been requesting relaxing programs - come to the party to unwind, have a tea party, build Legos, etc. so that has been the focus of her planning this year.

Committee Reports:

Continued work supports 2026 goals...

- **Building & Grounds:**
 - 2026 DLD construction grant work (siding & insulation): Yusuf visited Erie building materials to talk to them about the vinyl siding, and was not satisfied with the amount of information they could provide. He will try at Curtis Lumber.
 - Backyard pavilion update: Yusuf called Main Care and they have not called back. Yusuf has made a date to meet with the concrete contractor to get a quote.
 - Ongoing smaller projects - Yusuf put together the raised beds for strawberries! Rick repaired the damaged corner by the book holds!
- **Fundraising / Annual Appeal: A change of plans.** Instead of pavilion fundraising, we are going to raise funds for our siding and insulation project instead. Chris Sagaas says siding and insulation is a

great candidate for a 2026 Construction Grant from DLD, which would cover 75% of the project costs, so we need to cover 25%.

- upcoming Garden Day: 6/13 . Set up 9:30, first talk 10:30, second talk 12, Book sale, plant sale.
- 2026 spring appeal letter stuffing date - we need a ballpark number for the letter, including how much we might save per year on energy costs. We would like to have it in people's hands during the first week of June! Envelope stuffing party 5/28 6 pm.
- **Nominating:** ongoing portfolio of resumes; president position transition for 2027 - Alix would like to have her successor lined up by July, so she will start making phone calls.
- **Personnel & Policy:** Minimum Standards for Policies presentation: several members of the committee attended a webinar about these new minimum standards, and have divided up the responsibilities for updating/adding these policies. We will have a goal of getting them ready to vote on at the July Library Meeting. The NYS Comptroller has a spot on their website for all of the legal opinions involving libraries. (How to get surveys out to the community? QR code on the Christmas postcard: we're asking for your support, how can we support YOU?)
 - UHLS Equity Challenge Update: nothing to report this month.
 - BCL Professional Development Day planning? Sara has been working on online trainings, cross training, and working with supervisors, and feels that they are doing a good job at getting employees trained.
- **Technology / Website:** online accessibility update: Sara added an accessibility page to the website to let people know about our accessibility prior to their visit (https://www.brunswicklibrary.org/?page_id=7664)

Old Business:

- Regeneron employee offering to host a library facilities project for October 2026: haven't heard back from Regeneron to confirm.
- Parking lot sheds/boxes status:
 - Boy Scout Bottle Drive: The bottle box may be more trouble than it's worth. Jenn volunteered to write a letter explaining the ill fit of the box with the library. We get nothing out of this
 - St. Pauly's Collection: St Pauly's is good at cleaning up, but it takes them a couple of days. We get a stipend every quarter. It's the only reason we have a clothing swap, because it means we can get rid of the excess!
 - Better World Books gets us a stipend every quarter! It also gives us a place to get rid of the books that we can't sell through the book sale.

New Business:

- Schedule a future UHLS Legal Training Session: aim for September. Alix will get back in touch with Chris to schedule.
- Open ordering window for bricks: open it at Garden Day, close August 15th
- News from other UHLS libraries: Guilderland director resigned after a very short tenure. Troy director (also a very short tenure) is currently in a legal battle with the board and the Troy library is looking for a temporary director. They are also going half time for the summer, despite just having a 30% tax increase. Castleton's director has resigned to move into Mary Fellowes' job in Youth Services at UHLS. Sara is not going anywhere.

- Sara is happy to accept donations of shelf-stable snacks for the snack table! Healthier snacks are great - popcorn, pretzels, goldfish, etc.

Next Brunswick Town Council meeting: June 11, 2026 at 7pm (*Deb Zaffuts attending for BCL*)

Next Library Board of Trustees meeting: June 16, 2026 at 6pm. Sara will be absent; let her know of needs prior to the meeting.

Adjourn: Jenn motions to adjourn at 7:26, Therese seconds, all in favor, motion carries unanimously.