

**Brunswick Community Library**  
**Board of Trustees Meeting Minutes**  
**October 18, 2022**

Attendees: Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Jen Mainello, Kevin Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz, Andrea Wedler

Excused: Dan Casale, Jennifer Gordon, Grace Kosinski, Kelley Triscari

Call to order 6:06 PM

Approval of September 2022 minutes – Motion to accept by Alix Duggan; seconded by Matt Perfetti; all in favor; motion carried.

Treasurer's Report – The financial statements were circulated via email. Maureen said that income was \$20,000 ahead of what was budgeted, but expenses are \$11,000 over budget – we are still good. Continuing with fundraising and grant opportunities. Passports are generating a nice income. Building expenses are up mainly due to rising utility costs. Maureen noted that we are back to the high savings amount last seen in 2019. The Finance Committee moved to approve the Treasurer's Report; seconded by Jenn Shatz; all in favor; motion carried.

Director's Report – The full report was distributed via email. There were about 340 visitors in the library during Fall Fest, but several people only were outside. Sara is looking for Grants and would appreciate any leads. Overall, things are going well. The Haunted Trail is coming up; there are only about half of the volunteers as last year, but it seems like there are too many Trunk or Treat options in competition. Other libraries are having the same issue. It might be that we have to go big for Fall Fest and small for Halloween. At this point, we need decorations more than candy. The library will hand out the gift bags the week before Halloween. There will not be candy in the shed this year – it was difficult to replenish over the weekend, especially after the firehouses held their Trunk or Treat event across the street. The circulation numbers are steadily increasing.

Committee reports:

Building and Grounds – There are more problems with the electrical system than originally thought. The panel box may need to be updated to get the convenience outlet to work. The side outlet should be able to be fixed. Alix needs to buy the materials to fix the damaged corner near the desk. Jen M mentioned that she saw where another library had bar-code activated display cases for their "library of things" items and thought that ours might get more circulation if they were visible. Sara said that, once the audio books are finished, we will have more room. Marthe Ann thought that it would be good to have the items displayed and ask what other things people might want. Sara is getting fewer new DVDs as demand decreases. While  $\frac{2}{3}$  of the book circulation is still paper, 90% of the audio is digital.

Annual Appeal/Fundraising – Fall Fest went well, especially considering the last-minute cancellations and changes. The library made roughly \$500, even though it wasn't a fundraising event. The Fall appeal letter should go out around the first week in November. A "stuffing"

meeting is scheduled for November 2nd at 6PM. Jen M asked if the new Brunswick Hannaford would donate money for selling reusable bags like the North Troy Hannaford. Sara thought it would be good to inquire.

Human Resources – As there was a recent issue with a patron bringing in excessive items and Sara took training on hoarding issues in libraries, she reached out to the committee to review the Patron Code of Conduct. After Sara explained to the patron that there was a two-bag limit, the situation has improved, but we want everyone to use the library safely. The committee discussed the changes via email. Jenn S would like to add three items to the policy – 1) Blocking access to or otherwise disrupting other patrons' use of the Library, 2) Bringing or storing more than 2 bags of personal items, unless approved by the Library Director, and 3) Bringing or storing items that are unsightly or could be considered trash. This should provide concrete language to address any future issues. Maureen Cox moved to approve the changes, seconded by Alix Duggan; all in favor; motion carried.

Technology – the Google doc demo still needs to be scheduled. Time for some basic training will be allotted during next month's meeting and additional training will be done in January.

Nominating – There are two good candidates for January. Fred Wobrock is a past trustee and president; he is also the treasurer for UHLS. Theresa Goyette is a long-time patron of the library, a retired teacher, and a past board member on the OLV school board. The slate for the executive board is Alix Duggan (president), Jenn Shatz (vice president), Jennifer Gordon (secretary), Open (treasurer).

Budget – The committee is scheduled to meet on 10/26 to work on a presentation to the town. The government donation is low compared to other libraries – we are 5th from the bottom for the UHLS libraries. We are one of the very few medium-size libraries, **but our budget is small-sized**. We present a great public space, so people don't see the need.

Old Business:

Little Free Libraries – No response from the Boy Scouts.

Memorial bench – To be discussed more next month; the donation from the trustees is in progress.

Door to "meeting" room – The original solid door was removed. There were various issues with not being able to see into the room. Since the room is no longer a dedicated meeting space, but houses part of the collection, it has to remain accessible. It would be nice to have a place for the clubs to meet. We would have to determine the cost of the door, switching it to swing out, and moving the fire extinguisher, to come to a decision.

New Business:

December meeting – It was agreed that the meeting would be a social event.

Fundraiser – Jen M is checking with the Recovery Room to see about holding a fundraiser in December.

Mary Bobinski Innovative Public Library Director Award – Alix informed us that Sara was not selected, but they were very impressed with the nomination. Sara said she was glad to be recognized.

Next meeting – 11/15/2022 at 6 PM

Town Board meetings –11/10/2022 at 7 PM, with Anne attending.

Meeting adjourned at 7:30 PM as moved by Maureen Cox; seconded by Jenn Shatz; all in favor; motion carried.

Respectfully submitted,

Anne Poleto