

Brunswick Community Library

October 15, 2019

Board Meeting Minutes

Attendees: Dan Casale, Tom Mahoney, Laurel Colasurdo, Anne Poletto, Ann Clemente, Alix Duggan, Jennifer Shatz, Kevin Maniello, Sara Hopkins, Maureen Cox, Matt Perfetti,

Excused: Marthe Ann Gabey

6:04 pm: Call to Order

September 2019 Minutes: Ann Clemente had one correction -- the spelling of Jenn Shatz's name; move to accept as corrected by Laurel Colasurdo; seconded by Jennifer Shatz; all in favor; motion carried

Treasurer's Report – Ann Clemente noted the Finance Committee had a great meeting and recognized that Maureen Cox managed to get the reports out on time despite having a time-consuming, personal committee; approved by Finance Committee, seconded by Kevin Maniello; all in favor; motion carried

Director's Report – Sara Hopkins noted that circulation and attendance was a bit down, but this is normal at the start of the school year. UHLS is planning to replace Mango with duolingo and Flipster with Overdrive/Libby. MacMilian, a major book publisher, is looking to allow library systems to buy only one copy of an ebook during the first eight weeks of release; there is a petition to sign against this. Social Media is seeing a boost that is probably attributed to Trunk or Treat; we were on par with Albany and reaching more than other larger libraries. We see several new card members a week, but are not sure how many we are losing; we may try a table at Trunk or Treat to sign up more. In staff news, Elisabeth Foley was hired as the Saturday clerk, Mary Margret will be out for a while; Loyce is retiring; Angela is taking the notary prep course; Sara is taking Early Lit courses, the yearly passport course, and will be a speaker at Fine Free Experience at UHLS. For the Trunk or Treat event, Laurel suggested that there be a path showing where to start and go; Sara noted that more trunkers are needed; and the Town is providing a port-a-potty.

Old Business:

Annual Fund Collection Policy: The Finance Committee is writing the policy. Doing the appeal twice a year is cumbersome, but should become easier.

Basement book cleanout – Kevin Maniello coordinated with the recycling company and Maureen Cox coordinated with the Scouts resulting in an empty basement and full trailer within 40 minutes. There are still other non-book items to clean up.

PayPal account for online fund raising – We get discounted rates as a non-profit. By only accepting donations online, it would be easier for bookkeeping purposes. PayPal is recommended by other libraries. The treasurer's info will be used on the account. An email account was set up by UHLS at no extra charge.

Saturday's operating hours – There is always low attendance on Saturdays. It's busier from 10-2. Program never seems to work on Saturdays, even though they do well on Friday evenings. There are limited duties for the staff to perform when they aren't busy. There was discussion about changing from 10-4 then 10-2, but since there isn't much activity after 2, there's no reason to change the hours twice. Maureen Cox moved to change the Saturday hours from 10-6 to 10-2 as of 12/7/2019. Tom Mahoney seconded. All in favor. Motion carried.

Committee Reports:

Building and Grounds – We were awarded \$52,500 which is 75% of the total project cost of \$70,000. Have to make the payments up front. Any extra can go to small projects. There is some money left from the last grant, which could be put towards sound insulation for the bathrooms. For the vestibule, we should get three bids – Matt Roberts and two others. The question came up as to whether the plan set could be part of the grant. Kevin Maniello will check if it would have to go before the planning board. We will need a building permit. Alix Duggan looked into getting a temporary structure. It would be an open plan structure with modules. If the size of the library was doubled to 2800 sq. ft., there could be one large room plus four specialty rooms (admin, books, storage, permanent book sale). We would need to level the area and put down crushed stone or concrete. The propane tank would have to move at an approx. cost of \$2500. The cost for a William Scottsman structure would be about \$3600 per month. The delivery, set up, connections, and decommissioning would be included. Some of the questions and comments were: How many years would it be up? Could ADA compliance be added? Would more parking spots be needed? This would be a good experience to see how much space is needed, but what would happen if it has to come down for permanent addition? Is there any place where it could go and stay during construction? Alix Duggan will pursue options and plans to meet the vendor this week. The grant we were just awarded will go to the vestibule and those plans will be circulated.

Human Resources – The Director's Evaluation Report was completed.

Nominating Committee – There are three great candidates who will be presented for a vote in November. Dan Casale sat in on the interviews where the candidates were friends with Laurel Colasurdo. They will be invited to the December party.

Friends – They will provide refreshments and assist for the Arts Night on 11/15 at 7 PM. Anne Poleto is going to let them know that the books have been cleaned up but there are still items to clean up and get off the floor.

New Business:

The Holiday Party in December will be a pot luck held at the library. Laurel Colasurdo will coordinate the food.

The UHLS suggested that the loan period for older movies be extended from 7 day to 14 days. Sara also wanted to increase the max fine resulting in services being denied from \$5 to \$10, noting that the amount hasn't changed in at least ten years. We don't see much of a waiting

period for older (over 6 months) movies. We don't take request for the first two months to keep the movies available for Brunswick patrons. Maureen Cox moved to change the loan period for non-new movies to 14 days. It was seconded by Jenn Shatz. All in favor. Motion carried. Ann Clemente moved to increase the max fine to \$10. It was seconded by Maureen Cox. All in favor. Motion carried. Matt Perfetti asked about other libraries max allowable fines. Sara Hopkins wasn't sure about all the system libraries, but know that some turn off services with any outstanding fines. Since we are fine-free, it is typically fines incurred at other libraries.

New computers for staff -- the current PCs are 10 years old and need to be replaced. We would buy the new PCs and UHLS IT staff would set them up. Sara Hopkins will check if they have suggested models. There are four staff computers, but we may be able to get by with three. Also, after discussions with three companies, the broken copier is being replaced with a new one from Northco Products.

2020 budget – planning is starting. We expect to get a 2% increase from the town.

Next Meeting is November 19th at 6PM

Town Meeting is November 14th and Laurel Colasurdo is schedule to attend.

At 7:45 PM the public session was convened to move into Executive Session to discuss the performance of a particular staff member.

Executive Session Minutes

Attendees: Dan Casale, Tom Mahoney, Laurel Colasurdo, Anne Poletto, Ann Clemente, Alix Duggan, Jennifer Shatz, Kevin Maniello, Maureen Cox, Matt Perfetti,

At 7:45 PM the public session was convened to move into Executive Session to discuss the performance of a particular staff member.

There was a discussion of Sara Hopkins' performance during the six-month period after the hiring of her assistant.

Kevin Mainello moved to increase Sara's yearly salary to \$55,000, effective 10/1/2019. Seconded by Laurel Colasurdo. All in favor. Motion carried.

Executive Session adjourned at 8:10 PM; motioned by Maureen Cox; seconded by Tom Mahoney; all in favor; motion carried.

Meeting adjourned at 8:12 PM; motioned by Maureen Cox; seconded by Jenn Shatz; all in favor; motion carried.