

Brown Public Library Board of Trustees

Minutes - 10/15/19

Present: Maryann Beaupre [President/Chair], Cyndy Bushey (Vice President), John Stevens (Treasurer), Tossy Garrett (Secretary taking minutes), Gail Hall (MAL), Kelli Sutton-Bosley (MAL), Larry Garland (MAL), Sherri Brickey [Director].

4:30- Meeting called to order by Maryann.

4:33- Approval of Agenda no alterations, although we may have to shuffle the order to accommodate John's need to leave early; agenda approved.

4:34- Approval of Previous minutes. Cyndy moved to approve September minutes, Gail seconded; voted & moved.

4:36- Treasurer's report. We received the money from the Lance foundation, except it was marked for 2019-2020, not last year. Hopefully this will not impact the coming year's program, but we should be all set. Sherri mentioned that Britta thinks \$3600 would be plenty for the youth materials budget, so that can be adjusted down from \$4000 on next year's budget. We payed insurance bills this past month (liability and workman's comp) and all looks fine. We have another CD coming up in about a week, John is planning to renew it for a 9 month CD (that has a special higher rate). Do we want to give 10% of our book sale profits to the Northfield Observances, as we usually do? After some discussion, Tossy moved we do donate the 10%, John seconded; voted and moved. We decided to send a note with the donation notifying them that if our sales continue to decrease we may no longer be able to donate. Sherri has reduced the interlibrary loan frequency to once a week (from twice), since we do not receive a total reimbursement from VT Dept of libraries. This would reduce the spending on next year's budget by about \$400 as well.

4:45- Executive Session. Cyndy moved to enter executive session to discuss budget as well as a personnel issue regarding bookstore hours, Kelli seconds. We invited Sherri to stay for the session. **

5:02- Left Executive Session. John will amend the budget by changing \$800 from Youth Materials & Mail Service to Contract Services. The budget amount will remain unchanged. Kelli approved the budget as amended, Tossy seconded; voted & moved. The board recommends to Sherri that we reduce Kathryn's book store hours from 3 to 1.5 hours.

5:05- Librarian's Report. Volunteer hours were 82 hours, we gained 18 new patrons (lots of Norwich students), but was a quiet month. The civil war talk had a good turnout at 17 participants. Fire extinguishers had their annual check. Youth program was also quiet in September. Rebecca is hoping to do a singalong storytime once a month on Saturdays. The Friends provided pizza for the teen program, which has some ideas for growing and involving more kids. Bridges brought 2 groups to the library in Sept, and there will also be a Friday Bridges program hosted here during the next session (through December). Larry mentioned that Monday the 21st, his band will be at storytime playing for the kids, possibly outside.

5:11- Old Business:

1. **New website update:** Kelli has not done anything on the webpage due to an injury, but she thinks she has a couple cadets that might be able to help with the HTML coding.
2. **Status of New Appeal/Grand List:** Sherri is still going through the list, she will appreciate another person to look at it after she's done.

3. **Lance Foundation:** already discussed in Treasurer's Report.
4. **Budget Review/Approval:** we moved this ahead so John could be here.

5:18- New Business:

1. **Dept of Libraries Standards Report:** This will be available online in December, Sherri will complete that in January.
2. **Youth Librarian-** Britta will be leaving us in February, and Rebecca is interested in staying on to become the Youth Librarian. Britta feels that 25 hours a week is sufficient for the youth librarian position. It will be tricky to adjust her schedule since it is dependent on her husband's semester-based work schedule. We will have to wait to see how that works out, but all agree that keeping our current librarian in the role is better than trying to find a new one.
3. **Other Business-** Sherri mentioned that Better World Books will take books that we don't want, with free shipping. Because we'd be sending under 3000 books a year, we will not get credit for them. We will need to prescreen the books to make sure they want to accept them, but they do take library discards. We can end the program at any time and its free, so we'll give it a try to move some books out of the bookstore. Cyndy won't be here for the Nov or Dec meetings. Is there a volunteer appreciation event coming up? It is in February, we should start planning it. We do need to also prepare the annual appeal; Tossy and Maryann will write the letter again, then we will need to make labels. We will need to get the mailing list into an Excel file so we can update the list more easily and also format it for mailing labels.

5:31- Public Comment: no public present

6:18- Tossy moved to adjourn the meeting, Cyndy seconded; voted & moved.