

## Brown Public Library Board of Trustees

### Minutes - 9/17/19

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

**5:10- Meeting called to order by Maryann.**

**5:10- Approval of Agenda** no alterations, agenda approved.

**5:10- Approval of Previous minutes.** Approval of minutes is postponed until after executive session at the end of meeting.

**5:11- Treasurer's report.** We are financially in decent shape and have enough in checking to cover upcoming expenses. The Weiss & CD terms are both up this month, and we will roll the CD over into another John found with a better rate. Moot & Building funds are increasing with current market. Numbers on this report do not show the book sale revenue because the numbers are for August; they will be in next month's report. The raffle brought in about \$500 and the book sale just under \$1300. Cyndy moved we accept the Treasurer's report, Kelli seconded; voted & moved.

**5:16- Librarian's Report.** August was another busy month, as the stats show. Kelli has been working on the new Wordpress website and keeping Sherri up to date on the progress. Sherri is going through the voter's list (not the Grand List as it says on her report) for updating the annual appeal mailing. The youth program was also busy, and the storytimes in the treehouse are a big hit. The Promise Community purchased an outdoor blackboard for the gazebo, to assist with the outdoor storytimes.

#### **5:19- Old Business:**

1. **New website update:** Kelli has all the pages for the new site set up, and now has to get the info from the old site over to the new one, which will be a fair amount of work and require some HTML. Sherri says that it might help to meet with Floyd Stuart since he took care of the old site, she will contact him about this.
2. **Update on Book Sale/Raffle:** Gail reported that we had way too many books this year, including lots of religious/inspirational books that didn't sell at all. The person who had agreed to take the books didn't end up wanting to take them all as agreed. The disposal of the remaining books has been a challenge. We agreed that we will have to be choosier about what books we accept next year, and also put up signs in the entryway to ask people not to leave books by the doors when the library is closed. Cyndy mentioned that both Sunday and Monday were not well-attended in town, which likely affected the sale. To boost the sale, maybe we could have a float in the parade or get kids to stand outside and wave people into the sale. Running the raffle for the month ahead of the sale worked very well.
3. **Status of New Appeal/Grand List:** Sherri is working on it.
4. **Lance Foundation:** This still hasn't come through. Britta had sent a certified letter that has been picked up, but we still haven't heard back. They are often late, one year even skipping payment but getting double the next year. Hopefully they will come through on this eventually, since the RIF program relies on it.
5. **Budget Review/Approval:** The biggest proposed expense increases in the 2020 budget are for payroll and benefits, the rest is stable. We will be asking the town for an increase in funding to

help with this. John asked to hold the vote to approve the budget until we are done with executive session.

**5:32- New Business:**

1. **Annual Book Sale:** Maryann received a letter from Kathryn asking that we hold multiple sales during the year. She would like sales at Christmastime, Spring, and 4<sup>th</sup> of July in addition to the Labor Day sale. The trustees agreed that if there is another sale it will need to coincide with another event, like the sock sale or winter carnival. Planning, setting up, staffing, and breaking down from a sale is a lot of work, and we don't want to do that more than twice at most. This year, we could post signage near the sock sale advertising the regular book store, then measure how many people come during those weekends and use that to gauge whether it would be worth holding a full sale next year. We agreed to do this on the first weekend of the Cabot Sock Sale. This would be during regular business hours: Saturday 10-2. Tossy volunteers to paint sandwich boards.
2. **Carpet Cleaning:** do we want to have them cleaned now, or do it in the Spring after salt/mud seasons? We all agreed on the Spring as they are in OK shape at the moment.
3. **Other Business-** none

**5:52- Public Comment:** no public present

**5:52- Executive Session:** Gail reported that per Robert's Rules, we can invite Sherri to stay for the executive session, which we do. Gail moved to go into executive session to respond to a request that we have received about revising last month's minutes, Cyndy seconded; voted & moved. Entered executive session at 5:54 (notes in Secretary's records).

**6:16- left executive session.** Tossy moved to approve last month's minutes as written, Kelli seconded; voted & moved. 2020 Annual Budget approval postponed until next meeting.

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