

## Brown Public Library Board of Trustees

### Minutes - 11/19/19

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

#### **5:05- Meeting called to order by Maryann.**

**5:05- Approval of Agenda** we added one item to discuss under new business.

**5:06- Approval of Previous minutes.** John moved to approve September minutes, Gail seconded; voted & approved.

**5:06- Treasurer's report.** Things are going smoothly with our finances. The stock market is going up, so our mutual funds are gaining. Larry moved to accept the Treasurer's report, Tossy seconded; voted & approved.

**5:08- Librarian's Report.** October was a busy month with 89 volunteer hours, and we had almost 300 more people come into the library than in September. 95 trick-or-treaters came on Halloween to get candy, bookmarks & books. The youth programs were also busy last month. The teen advisory board that Rebecca started up last month is beginning to organize events for kids and teens. She has been participating in the school's afterschool Bridges program, which has added a lot of additional work for her but has brought a lot of new kids into the library.

#### **5:12- Old Business:**

1. **New website update:** Kelli is absent, and Sherri has not heard from her since the last board meeting. Sherri will be in touch with her tomorrow for an update.
2. **Status of New Appeal/Grand List:** This year's appeal has been written and looks good to all. Sherri is still slogging through the list to make an updated appeal list but isn't done yet. A committee to help with this might be needed. Gail mentioned that she could do some during her volunteer time, Maryann as well. We will also need people to stuff & seal the envelopes. We will have a hard time getting the appeal out in time this year.

#### **5:23- New Business:**

1. **Other Business-** Larry is not going to run for the board again next year, but will finish out his term.
2. Tossy mentioned that Cheryl Kissel, the Middle/Highschool librarian had recommended that we do away with fines for students. Sherri said that we are very lenient with fines, especially for students, and we also have an issue with students not returning books at all. Tossy will invite Cheryl to attend our next meeting.
3. Gail wondered about the book sale results from Saturday. Sherri said that Kathryn was happy with the sale numbers. We will put the new signs out again next Saturday for the last sock sale weekend.
4. John reviewed the payroll and is concerned about the youth librarian's hours: for many of the last several payroll periods the youth librarian has gone over her allotted 15 hours/week. All the events she is putting on have taken a lot of time to organize and run. An occasional pay period over 15 hours is fine in busy times, but it shouldn't be a regular occurrence. We brainstormed ways that Sherri could plan with her to make the 15 hours each week and she will address this.

5. Next month's meeting- it is scheduled for the week before Christmas, Maryann suggests we take the month off. Tossy suggested that we have an hour to work on the annual appeal. We discussed using the Mailing Center again vs. use volunteer hours in order to have it done more quickly, or perhaps having a pizza party for kids to stuff the envelopes. John will check with the Mailing Center to see about their schedule and pricing.

**5:46- Executive Session** John moved to enter executive session to talk about our internet provision/personnel issues, Gail seconded; voted and moved. \*\*

**5:52-** Left executive session, no votes needed.

**5:53- Public Comment:** no public present

**5:59 -** Tossy moved to adjourn the meeting, John seconded; voted & moved.