

Brown Public Library Board of Trustees

Minutes of November 10, 2015

Attendees: Katie Wawrzyniak, John Stevens, Ruth Ruttenberg, Karen Grace, Maryann McGinnis, Richard Brockway, Kate Reilly-FitzPatrick and Sherri Brickey, Director

1. Meeting called to order at 4:54.
2. Ruth moved to approve the Minutes from the October 13, 2015 meeting with the approved changes, seconded by Richard and unanimously approved.
3. John presented the Treasurer's Report. Richard moved approval, Karen seconded and unanimously approved.
4. Sherri presented the Librarian's Report
 - The library will host a Holiday Wreath Making class – hopefully the first week of December.
 - The Halloween festivities went very well. They had approximately 68 children stop by for candy between the hours of 5:30-7:30.
 - Sherri is very pleased about the new interlibrary loan pilot program. Sherri expects that the library could see a savings of \$900 per year. Ruth moved to approve participation in the program, seconded by John and unanimously approved.
 - Richard requested that Sherri ask Sarah to format her monthly report in a similar fashion to the way she formats hers. Sherri will pass along the request to Sarah.
 - Sherri also reported that she will be attending the Dept. of Liquor Control 1st Class License seminar on November 16th.
5. Friends of the Brown Public Library
 - John reported that the Friends of the Brown Public Library purchased the candy that was handed out at the library on Halloween.
6. Old Business
 - The roof over the outside basement was completed by the volunteers from Norwich. Matt Ritzer put on the metal portion.
 - Additional outlets have been installed in the reading area on the south side.
 - The new carpet will be installed in December.
7. New Business
 - Katie has completed the annual appeal letter. She will send the list of intended recipients to John and Sherri to review.
 - Richard will review and revise the Staff Development and Training Policy and will then send to Sherri.
 - The library will continue to follow the town with regards to their holiday schedule (days closed, etc.).
 - Sherri will continue to work on the Department of Library's Standards Report.

- The holiday party will be on Sunday, December 13th from 2-4. All staff and volunteers are invited to attend and Sherri will send out invitations. Sherri will also ask Judy Derochers if she will plan a game to play during the party.
8. Meeting adjourned at 5:29.

Next meeting is scheduled for December 8th at 5:00 P.M. in the Community Room

Respectfully Submitted,

Kate Reilly-FitzPatrick

Secretary