

Brown Public Library

Board of Trustees

Minutes of May 12, 2015

Present: Katie Wawrzyniak, Chair, John Stevens, Ruth Ruttenberg, Karen Grace, Kate Reilly-FitzPatrick

1. Call to order- Katie called the meeting to order at 5:02.
2. The minutes of the April 19, 2015 meeting were approved. Ruth moved approval and was seconded by Karen, unanimously approved.
3. Treasurer's Report- John reviewed the report. Ruth moved to approve, seconded by Karen, unanimously approved.
4. Librarian's Report- Presented by Sherri. Sherri and John met with a rep from VT Office Supply. They discussed the possibility of leasing a new copier/scanner/fax. The cost is very high- so John found an affordable HP Multi-Function machine. Katie moved to purchase, Ruth seconded- unanimously approved. Sherri also reported that the bookmark sales are going well and will continue through the Art Show. A+ Cleaning Company was responsible for some damage to the ceiling tiles while cleaning and they have spoken with the Town Manager. John will follow-up. Sherri conducted a staff and volunteer meeting last week and it went well. Additionally, the library is offering a Seed Exchange Program with donated seeds from High Mowing. Sherri also reported that the windows are being cleaned next week. We also discussed paid time off for staff trainings. Although at this time the time off is not paid- staff can make up their hours.
5. Friends of the BPL Report- John reported that both he and Kathryn are putting together a newsletter.
6. **Old Business-**
 - Roof/Buildings and Grounds: John reported that Norwich is currently in their Year of Service and the library will have a few volunteers to help with larger projects. They will be working on the roof over the basement and building bookcases.
7. **New Business-**
 - Art Show: The community room has been reserved May 27th through June 7th. Set-up will be the 27th and art pinning will take place on the 28th with the art teacher.
 - Safety Regulations and Procedures: We discussed changes to the policies and talked about changing the format from numbers/letters to bullets. Discussed contacting Mark regarding the security cameras/system. We also discussed laminating the policy and posting in the library. We also discussed the possibility of conducting back ground checks for staff as well as volunteers.

Meeting adjourned at 6:25.

Next meeting is scheduled for August 11th at 5:00 in the Community Room.

Respectfully Submitted,

Kate Reilly-FitzPatrick