

Brown Public Library
Board of Trustees
Minutes May 13, 2014

Present: Mark Combs, Julie Goodrich, Pamela Murphy, Ruth Ruttenberg, John Stevens, Kate Reilly-Fitzpatrick, Katie Wawrzyniak and Karen Grace.

1. Call to order – Katie called the meeting to order at 5:00.
2. The Minutes of the March 11th meeting were approved by Mark, seconded by Kate. Unanimously approved, Julie abstained (absent).
3. Treasurer’s Report – The report was presented and reviewed by John. Julie moved acceptance of the report, seconded by Karen. Unanimously approved, John abstained. John informed the board of a pending claim by CIGNA Insurance looking to collect insurance costs associated with a volunteer who fell on the Library steps. CIGNA represents the volunteer. John will refer this to the Town as they are the insurance holder for the building.
4. Library Director’s Report – The report was presented by Pamela. Discussion followed relating to the Community Room cleanliness. It seems folks are not cleaning after use of the room. Others using the room are complaining. Pamela will refer them back to the Town for assistance. There seem to be problems keeping track of the projector. It was agreed the projector will no longer be loaned out going forward. Anyone looking to use it will get a final warning indicating the projector is no longer available. Katie will revise the Community Room Application reflecting this change and also update the new Library hours. Chad Wawrzyniak looked at the Drop Box door to determine needed repairs. Ruth made a motion to approve \$220 for the purchase of a Crome Box and keyboard for patron use and as a pilot project for future use. Seconded by Mark and unanimously approved. Karen will draft a thank you letter to Frank Plumley for the lovely bird house donation and the Library’s intent to keep it on display in honor of Mr. Plumley and his late wife Judith. Karen will have this available for signing at the next board meeting.
5. Friends of BPL Report – John indicated the Friends newsletter is going out. The Board is still looking for ways to enlist more Friends to join.
6. Old business –
Safety Regulation is finalized. Pamela will share this with the staff.
Follow-up from the IT Committee- Stuart has no more computers remaining for back-up. The Board agreed to contract with RB Technologies, Inc. for IT support. Katie will contact Rubin. A maximum budget of \$6,000 is appropriated.
7. New business –
Discussion of Moot funds – The Board approved moving available funds to CD’s staggering the maturity dates. Motion made by Ruth, seconded by Julie, unanimously approved.
Discuss of pending building issues and meeting with Rob Lewis-
Roof-Nate Donahue proposed the purchase of rubber mats to protect the new roof membrane from getting damaged from falling slate. The board agreed to investigate estimates to repair the roof rather than spend money on a temporary fix of rubber mats. John will check on roof estimates and also speak with Rob Lewis about the window repairs.
Discuss and review Fundraising Committee plan – postponed to next month’s agenda.
8. Next Meeting Assignments
-Discussion of Labor Day Book Sale preparation and assignments.

With no further business the meeting adjourned at 6:15. Next meeting scheduled for June 10, 2014.

Respectfully submitted – Julie Goodrich