

Brown Public Library Board of Trustees

Minutes - 1/15/19

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

5:02- Meeting called to order by Maryann. There were no questions or comments about the agenda.

5:03- Approval of November minutes. Tossy moved, Cyndy seconded, voted and approved.

5:08- Treasurer's report. There are both Nov and Dec reports to go over. Checking account was down due to several expenditures, John withdrew \$10k from the Moot fund to cover it. Hopefully we will get the \$3K to pay back for RIF program books soon so we can replace the Moot fund money. This is the first time we've taken money from the Moot Fund to cover expenses. The stock market dip hit our endowments, Moot is down 15K, Wellington 5K. Otherwise finances are in order. Book sales are good (almost at budgeted yearly target at 6 months), thank you Kathryn! Cyndy moved to accept both Nov and Dec reports, Tossy seconded, voted and approved. Gail had some questions about the current budget report: why have there been no contributions to the community room so far? John says that we pass the contributions for the room to the town, so most do not show up on our budget unless the users contribute directly to the library in addition to their usage donation. The annual appeal number is different on the budget vs. Sherri's report- John was away when the report went out, so the current numbers will be reflected in January. Why do we have expenses for interlibrary loans? Some interlibrary loans come from out of state, in which case we have to pay for them (not reimbursed by the state grant). The basement water remediation was an unexpected expense in the maintenance line, which is why the expenses there are higher than budgeted.

5:18- Librarian's Report. We had 83 volunteer hours for Dec. Kathryn has donated a gift card to buy baskets for the bookstore, which is a nice addition to the store. The gift raffle basket (at no cost to the library) brought in \$166. Sherri voiced appreciation for John Prentice who as a town employee has been doing a great job taking care of the library grounds and building. He has responded quickly to requests for snow & ice removal, THANK YOU John! The annual appeal letter went out and has had good response. Story times have been busy, as was Britta's pajama story hour. Sherri took two more classes toward her certification, and only has two more classes left (one is scheduled, the other will hopefully be held soon or Sherri will take it online). Both Sherri and Britta have volunteered one day a week for the Everybody Wins program at the elementary school.

5:24- Old Business:

1. Annual Appeal Update- Mailing costs went up due to postage, but we are doing well in terms of donations for this early after the appeal. Sherri wants to go over the mailing list and add/remove names to make a current list, since we are using a 3 year old grand list. Cyndy recommends we update it by October to beat the holidays. The town grand list is updated in March, so Sherri will request that and we will update our mailing list over the next several months. Sherri mentioned that we should also look at printing costs and shop around, Tossy thought there might be cheaper alternatives online but we should weigh that vs. giving a job to a local business. It was also mentioned that we could stuff the envelopes ourselves to save money.
2. Elevator Update- Sherri is still waiting to hear back from Jeff about this- the elevator won't stop at the top floor, and we have a handicapped patron who must walk up the steps when it is very

difficult for him. The town had cancelled the previous elevator contractor, and we haven't heard back about whether they have a new one.

3. Update on new inside storm windows: the town has decided to put plexiglass on the inside of all the windows in the old section of the library to help with weatherization. Gail wondered how they will prevent condensation between the panes, which would detract from the beauty of the windows. John mentioned that they did something similar in a Norwich building and have not had problems with this. We also will need to have the windows cleaned before the installation. Sherri will ask Kenny Goslant about our questions.
4. Gazebo Dedication- The Promise Community gazebo is finished. We did not end up contributing any money, so we will likely not be responsible for dedication. Sherri will be in touch with Rebecca Pearish about what the Promise Community would like to do. Gail brought up the idea of posting rules for use, and proposed that we come up with some rules. There are rules for use posted at the Falls park, so perhaps the Promise Community or the town will post some here too? Larry wondered who is responsible for staining the structure- the Promise community has funds for upkeep, but it hasn't been stained yet and will need to be.
5. New Webpage- Sherri never got a response back from the Norwich student who was supposed to help with this, she will check back after the students come back from break this week to try to find a different interested student.

5:41- New Business:

1. Payroll Service change- John contacted ADP, whose fees are very high, and he has also contacted two other firms and is waiting for a reply.
2. Other Business- Britta printed a proposal and request for funds (3K-5K) for a toy library in the youth section with board games and other STEAM/educational toys. Gail voiced concerns about cleanliness of the toys, how they would be disinfected between users. Tossy wondered how replacement costs (for full/part loss) would work. We will consider the request and ask Britta to approach the board again next month to answer questions. Sherri will have Britta send the links she included in the proposal to the board electronically for ease of visiting.

5:49- Public Comment: Kelly Sutton-Bosley is present, and recently moved to Northfield. Her daughter loves the library, and she is interested in being involved in the Board. She came to the meeting to get a sense of what Board involvement means. Glad you came, Kelly!

5:55- Tossy moved to adjourn the meeting, Cyndy seconded, voted and approved.