

Brown Public Library Board of Trustees

Minutes - 6/15/21

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

5:00- Meeting called to order by Maryann.

5:00- Approval of Agenda: approved with no additions.

5:01- Approval of Previous Minutes. No discussion or questions. Cyndy moved to accept the May minutes, Gail seconded; voted & approved.

5:02- Treasurer's report. Everything is running smoothly in terms of bills, payroll and investments. Cyndy moved to accept the Treasurer's report, Dale seconded; voted & approved.

5:04- Librarian's Report. We have started using volunteer hours again, and we have one new volunteer started. Rebecca will be gone on vacation for a couple weeks, so we will open in early July- the week after she is back. Sherri will also be training other volunteers in the meantime. Susan & Bill Barnard are the winners of Cyndy's raffle quilt. The platform lift is locked (not working), and wasn't serviced/permitted when the elevator was like Sherri had thought. Since we've started letting people into the library by appointment, the curbside service has dropped although the overall numbers are good. All Rebecca's storytimes in May were in-person, she had none online. The teen advisory board will be taking a break this Summer and may reconvene in the Fall depending on interest.

5:06- Old Business

1. Sealing Gazebo and New Furnace Update: John heard from Dennis Donahue, who will start washing next week, but needs to find a place to connect the hose. We will be paying \$500 for the washing and sealing, unless we hear back from the Promise Community Grant folks with their possible contribution (they had indicated that they have funds earmarked for upkeep). The furnace repair/replacement should also start next week.

2. Update from furniture committee: we haven't talked yet, will put it on the calendar.

4. Energy Audit: Tossy, Gail and John are meeting with the Northfield Energy Committee tomorrow at 5.

5. Website: Rebecca and Sherri met with George Silowash last week, who wants more info about what we want to keep, get rid of, etc. They will review that info and meet again in July.

5:15- Special Guest- Margaret England. Margaret will be leaving her post as president of the Friends of the Library at the beginning of July. Hannah Morvan is also a signer on the bank accounts, and will stay on in that capacity but not assume other responsibilities. The Friends' donations have stayed strong at \$1600-\$1900 per year, but membership is declining (currently about 27 members). She recommends finding someone to lead the Friends who may bring younger members in while keeping the current members. The biggest decisions of the organization are coming up... normally the Labor Day booksale would open an hour ahead of time for food & drink (dunkin donuts/homebaked goods) and early shopping at the sale. In early Fall Margaret usually sends a letter to the community asking for memberships. They have about 10K in checking, and \$6k in a CD. Speakers and programs are generally the biggest expenditures. She also files taxes, a 501 c 3. Her total work load is about 30 hours per year- not large- hopefully we'll find someone to take the position!

5:31 New Business:

1. **Other Business:** John has a quote to replace the plexiglass on the outside of all the windows- \$5500 (installed). The front and basement windows had it before, but not the side windows. Would the plexiglass cause rot on the windowsills? Can be brought up during the energy audit.
2. **Cleaning of Air Conditioner:** Maryann (at the Senior Center) was told by the state not to worry about HEPA filters in their window units (or replacing them), but we have a commercial unit. Sherri said we're on a schedule for regular maintenance.
3. **Committee List:** Maryann will be on the building committee, Sherri, Dale & Tossy are on the temporary furniture committee, long range planning only has one person and needs 2 more- Gail volunteers, and Kelli needs another committee too so we will ask her to join. Tech committee only has 2 (Kelli should also be on there, will ask her). Building committee needs a 3rd- Dale volunteers.
4. **Labor Day Booksale:** Its happening, we're receiving donations. Gail may agree to organize with help. Are we doing the raffle again? We did not decide on this- perhaps the organizer can decide if they want to take it on. We can contact sports coaches to see about a team volunteering to help set up & run the sale.
5. **Tech & Long-Range Plans:** The 5 Year Plan isn't due until 2023, but the Tech Plan needs updating- committee will meet soon.
6. **Safety Regulations:** should have been done in May. Sherri will go over that to see if anything needs updating.

5:55- Public Comment: no public present

5:55- Executive Session: not needed.

5:55 - Tossy moved to adjourn, Cyndy seconded. Voted and moved; meeting adjourned.