

Brown Public Library Board of Trustees

Minutes - 11/15/22

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

5:01- Meeting Called to Order (Maryann), Agenda review.

5:01- Previous Minutes (Tossy). Dale moved to approve the October minutes, Cyndy seconded; voted and approved.

5:02- Treasurer's report (John). We are in line with the budget, including part-time wages. We have a new part-time employee. John increased the 'adult book' funds due to the AARPA money, which we have already spent. Cyndy moved to accept October financial report, Kelliann seconded; voted and approved.

5:05- Librarian's Report (Sherri)- October was a busy month, with 59.5 hrs of volunteer work. Brett is our new library page, and is still a great fit. We also have a new volunteer who has learned her duties quickly. The annual appeal is moving along and is almost to the point of stuffing envelopes. The Halloween party was a highlight in October, with a big turnout. Next week Rebecca is going to the school for a RIF giveaway. We are working with the Rotary to install a small 'free library' kiosk at Dog River Park. We will be responsible for keeping it stocked (along with the one in the Falls). We need to get our new website up before sending out the annual appeal- Paul and Transvideo are in touch and hopefully working out the hosting details.

5:11- Old Business:

- **Website Update-** see Librarian's Report
- **Furniture-** Tossy reported that she and Joe Zuaro had met and he is interested in building a revolving book tower for us. He stopped in today to talk to Sherri, see the space, and talk about measurements. He will work on this over the winter. We should have funds left over for purchasing two new comfortable chairs (from a local furniture store) then we will see about repairing the old wooden table and chairs.
- **Fix Downstairs Hall Door-** Maryann called Jeff Schultz, and didn't get very far in terms of how and when it will be fixed. John says that the selectboard talked about swapping the latch on the emergency exit door (which is very rarely used) with the entry door so there are no exposed workings. John will follow up with Jeff about this.
- **Annual Appeal-** the appeal will be about 2700 pieces of mail. All letters have been printed and folded, and have most envelopes ready. Brett is cutting the donation slips, and tomorrow will start stuffing, then it will be stamping with the postage. Maryann mentioned that the Senior Center gives the printer their postage permit number and they print the envelopes with the stamps instead of having to do each individually. We will think about this for next year.
- **Controversial Book policy-** Gail doesn't have printed copies of the updated proposal so we will discuss and approve in January.
- **Kathryn's Plaque-** Kelliann picked it up, it looks great, and reports that the laser printers said that we're all set with payment.
- **Friends Update:** Sherri printed 50 of the latest Friends newsletters to hand out around town. Tossy's husband Paul is interested in taking on a leadership role in the Friends, Tossy will bring him a form to join, then they will have a meeting in the Spring to talk about leadership.

5:30- New Business

- **2023-2024 Budget** - John said the budget committee of the selectboard is meeting tonight. We're only asking for a 3% increase from the town, and the wages went up 6% so our request will likely not be a problem. After a couple clarifications, we thought the budget looks good. Dale moved to approve the 2023-2024 budget, Cyndy seconded; voted and approved.
- **Laptop for Assistant Treasurer:** John would like the library to purchase a laptop for the assistant treasurer (currently Dale) so he can start doing some work and learning the ropes. That way our info would be on a separate device and able to transfer between people when needed. Gail asked if the \$2000 in the budget for computers would cover this laptop (\$600-700) plus everything else we need for computers? John thought it would, since we recently updated the staff computers with grant money and the patron computers seem to be working fine. We clarified that the laptop would be for the Treasurer's position and available to anyone in that role (including assistant Treasurer). Kelliann moved to purchase a laptop for use by the Treasurers, Tossy seconded; voted and approved.
- **Sherri had a question from a patron about putting the annual appeal on FPF.** We talked about it, and thought we could post something about it but maybe not the actual appeal or link to donate. We can also post the actual letter & link on the various Northfield FB groups, after the website with donate button is running. We will reach more potential donors that way that aren't on our mailing list. We have already received two checks for the appeal.
- **Maryann confirmed that we will not have a meeting in December, so our next meeting will be the 3rd Tuesday in January.**

5:45- Other business: none

5:45- Executive Session: none

5:46- Adjourn: John moved to adjourn the meeting, Gail seconded; voted & moved. Meeting adjourned.