

## Brown Public Library Board of Trustees

### Minutes - 4/16/19

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: Kelli Sutton-Bosley.

**5:02- Meeting called to order by Maryann.** Cyndy wondered if Britta's resignation letter should be on the agenda: we discussed and decided that it should be discussed under New Business.

**5:04- Approval of March minutes.** John moved to approve the March minutes, Cyndy seconded: voted & approved.

**5:06- Treasurer's report.** We spent \$2200 more last month than we took in, mostly because we had 3 pay periods the way the weeks fell in March. We have not heard back from the Lance Foundation yet for the RIF refund. John moved the Moot Fund into the correct category on this financial report. Otherwise everything is as expected. Gail moved to accept the Treasurer's report, Tossy seconded: voted and approved.

**5:16- Librarian's Report.** We had 87 volunteer hours for March. The snowshoe lending was a success this winter, Sherri is thinking about adding more to the collection. John Prentice painted the downstairs bathroom and will come in to update the staff bathroom, including replacing the peeling linoleum floor. Both Sherri's and Britta's events were slower than hoped for in March, but upcoming events look full. Britta is preparing for the summer reading program.

#### **5:19- Old Business:**

1. Webpage update: Matt Albury has volunteered to help work on the new website, he Sherri and Floyd met to talk about the site. With the board's approval Sherri will purchase the WordPress site and start on it with Matt on Thursday. The board approved the purchase.
2. Toy Library: Britta has said she will not move forward with this since she has submitted her letter of resignation, but hopes that the new youth librarian will pursue the idea.
3. Donation Money for Community Room: Jeff said we can keep any money donated for use of the Community Room.
4. Status of New Appeal: Sherri and Cyndy went through all library applications for the past 2 years and photocopied them- Sherri looked through and saved the applicable info for our mailing list. She also revised the current appeal letter and just needs to address the envelopes, which will hopefully be done a little at a time by volunteers. Sherri has also started to enter new patrons in a spreadsheet so we have that as a start to our file- eventually we would like to have all addresses in a digital file.

#### **5:30- New Business:**

1. **Britta's Letter of Resignation:** We need to accept her resignation, should be done by letter. Cyndy made the motion that we accept her letter with regret, Larry seconded: voted and approved. Tossy will write a draft and send it to board members for review. Cyndy thought we should ask Britta to review the job description to make sure it is in line with her current duties. Her current description is 25-30 hours, but the way she spreads her hours are sporadic which Sherri mentioned can be difficult for her. The job requires at least 25 hours, and it might help to set an hourly schedule for the next librarian so that is more predictable. We are all very sorry to see Britta leave.

2. **Election of Officers:** we decided on a slate of officers: Maryann – president, Cyndy vice-president, John- Treasurer, Tossy- Secretary. Cyndy moved that we approve the slate of officers, Gail seconded: voted and moved.
3. **Listing of Committee assignments:** We reviewed and made changes to the committees. Gail said that it would be helpful to have a calendar to know when the committees need to have their duties complete (especially for fundraising and employee/volunteer appreciation). Tossy will be in touch with Katie to get help making a calendar for the Trustees.
4. **Other Business-** Cyndy wants to start thinking about the volunteer appreciation event, she will initiate a committee meeting. Jennifer Pittinger has contacted Sherri about putting up a “little free library” kiosk and will be able to provide the kiosk- Sherri didn’t think we wanted that on library grounds, but it might be nice on the common or the new Water St. park and we would be able to keep it stocked with extra books from the bookstore.

**6:00- Public Comment:** no public present

**6:01- Executive Session:** no executive session needed

**6:03-** Cyndy moved to adjourn the meeting, Larry seconded, voted & moved.