

## Brown Public Library Board of Trustee Minutes

April 18, 2017

Members present: Karen Grace, Chair; Katie Wawrzyniak, Vice Chair; John Stevens, Treasurer; Maryann McGinnis; Maryann Beaupre; Cynthia Bushey; Tossy Garrett; and Sherri Brickey, Director

1. Meeting called to order at 5:03 pm.
2. Minutes from February 21, 2017 meeting were accepted by John Stevens and seconded by Katie Wawrzyniak; unanimously approved.
3. Director's Report for February and March 5 were presented by Sherri Brickey. 5:10
  - a. Recycling needs to be addressed to the town manager. Recycling materials will be placed in a recycling container in the boiler room.
  - b. Reporting of building maintenance issues will be addressed by Sherri to the town manager. Follow up will be the responsibility of Karen or John.
  - c. Procedures Manual is completed.
  - d. Poetry reading is scheduled for Sunday, April 23.
  - e. Progress on certification is slow. Difficult to make contact with appropriate individuals. Sherri has taken what was available.
  - f. Richard Matheson will begin work May 1, 20 hours a week. VT Associates will pay his salary. His performance will be reviewed in 6 months. This position could last for up 2 years.
4. Election of Officers 5:25
  - a. Maryann Beaupre motioned to accept the slate of officers as presented: Karen Grace as President, Katie Wawrzniak as Vice President, John Stevens as Treasurer and Maryann McGinnis as Secretary. Tossy seconded. Motion carried unanimously.
5. Treasurer's Reports for February and March 5:30
  - a. 3 new computers will be installed in July.
  - b. Britta will receive funding for RIF and the Summer Program from the Lance Foundation.
  - c. Katie made the motion to accept the reports as presented, seconded by Maryann Beaupre. Unanimously approved.
6. Old Business: 5:45
  - a. Discussed furniture and area for the young adults to meet.
  - b. Discussed purchasing a camera or netbook for documenting library events.
  - c. The stone benches need repair and relocation. All benches will be placed at the main entrance to the library. Estimates from 3 masons in Northfield will be requested by John. Motion by Katie and seconded by Maryann Beaupre to authorize John to request the estimates and then assign the job of repair and relocation of the benches.
  - d. Basement cleanup, phase 2, consists of cleaning out 3 file cabinets. Sherri will look for the key to unlock one of the file cabinets. Katie volunteered to review the documents in the cabinets. We will re-visit final clean-up in the fall.
  - e. Review of policies will be a focus for future meetings.

- f. John met with the Town Manager and Sherri to discuss building maintenance issues. (listed at end of minutes)
  - g. Community room policy needs to be reviewed and written by the town select board. Some people are not being responsible for the use of the room
7. New Business: 6:15
- a. Assignments and responsibilities for the 2017 trustees was updated. Karen will update and distribute the document for the May meeting.
  - b. The library budget for 2017 as presented and approved at Town meeting was approved by the library trustees. John moved the motion, Katie seconded and it passed unanimously.
  - c. Karen will review all policies and will bring them to the May meeting for the trustees to review and revise as needed. This will be a process over time.
  - d. Job descriptions will be reviewed and revised as necessary.
  - e. Future meetings will begin at 4:30 and go till 6:00 to allow time for policy reviews.
  - f. Snow days at the library will be linked to school closings. (Motion by Katie, Maryann M seconded.
  - g. Staff assigned on those days will be paid for the hours they miss on those days.(Motion by Karen, seconded by Maryann M)
8. Executive session: 6:45
- a. Maryann B moved to go into executive session for discuss personnel, seconded by Maryann M.
  - b. At 7:11 left executive session. Discussion of personnel issues will continue in the May meeting.
9. Meeting adjourned at 7:15. Motion by Katie and seconded by Tossy.

Respectfully submitted,

Cynthia Bushey