

Brown Public Library Board of Trustees

Minutes - 1/19/21

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

5:06- Meeting called to order by Maryann.

5:06- Approval of Agenda: Cyndy asked that we discuss Rebecca's request to attend a class under new business. Added to agenda and approved.

5:07- Approval of Previous Minutes. No discussion or questions. Dale moved to accept the October minutes, Cyndy seconded; voted & approved.

5:08- Treasurer's report. We did well in the annual appeal, about \$9600 total, net \$8700 after printing and materials costs. The cost is about half of when we had the Mail Center take care of everything; keeping the costs down using our own mailing list and volunteers to stuff the envelopes worked well. The Moot Endowment's situation will allow us to take out about \$2300 next year for expenses. The work on the front steps was finished in December and they look good. Tossy moves to accept the Treasurer's Report, Kelli Anne seconds. Voted and moved.

5:11- Librarian's Report. The indoor painting is underway. Sherri asked about staining the bookshelves- instead of removing the books, pushing them to the back wall in order to stain only the outside few inches of each shelf would save a lot of time. Gail asked if the staining is cosmetic or needed to protect them- Sherri thinks it is cosmetic on the insides. Kelli Anne was worried about being able to see the line of new stain on the sides of each shelf. Maryann asked about how we would do this on the newer shelves, and Sherri clarified that the staining is only for the front (older) section of the library. John thinks that the worn spots on the outside of the shelves are most important to stain, but will come in to check if the inside is worn also. Tossy, Gail and Cyndy can come in to help pull books out if that is what is needed. Our patron stats were a bit lower because of being closed during holidays, but were otherwise busy and Rebecca is still doing her virtual storytimes. She is planning an online game for the Teen Advisory Board and another Storywalk for January. The Arts Bus called Sherri last month and gave 75 art kits to give to children, which were a big hit and almost gone already. Sherri's USB drive failed in December, which had documents used to file annual report for Dept of Libraries, lists and other repetitious tasks. Sherri will have to reconstruct these documents as she needs them.

5:20- Old Business

- 1) **COVID-19 DISCUSSION:** We're still offering curbside and delivery, but nothing else has changed. It seems like this will remain until Spring.
- 2) **Painting Library Interior:** We covered this under the librarian's report.
- 3) **Computer Problems:** Sherri has changed her backup to the Cloud to prevent future data loss. We're down one patron computer (from 7 to 6), but that is enough for now.
- 4) **Board of Trustees:** Dale, Cyndy and Gail all signed up for election to another term on the board.

5:31- New Business:

- 1) **Steps in Case of Staff/Visitor Illness:** Staff members fill out health screening each day they come in, and their temperature is taken. If a family member becomes ill, they are asked to stay home. Testing won't be required unless recommended by a doctor or there is a staff/volunteer who requests it.

2) Other business: **a)** Rebecca has requested permission to take a “Babies in the Library” course, which covers programming for ages 0-23 months. It is \$250, but she can take the course virtually on her own time and she feels will be very beneficial to her programming at the library. We have travel & education funds that have not been utilized. Cyndy moves we approve Rebecca’s request, Tossy seconds; voted and moved. **b)** Tossy brought up a news story about the Tunbridge Library’s board chair resignation over VT open meeting law violations, specifically misuse of executive session in a hiring decision... we feel good about how we have conducted our meetings and will continue to follow VT Open Meeting Law.

5:45- Public Comment: no public present

5:45- Executive Session: not needed.

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