

## Brown Public Library Board of Trustees

### Minutes - 7/19/22

Present: Maryann Beaupre [President/Chair], Cyndy Bushey (Vice President), John Stevens (Treasurer), 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).** No changes to agenda.

**5:02- Previous Minutes.** Last minutes were from April, so we didn't look back to approve.

**5:03- Treasurer's report.** We finished the fiscal year in the black. Spent the last of the ARPA funds. Employees got a 6.5% pay raise. Sherri asked for clarification on the budget lines for 'Kathryn's donation,' John clarified that there have been donations to the library in her honor, and also donations specifically for the scholarship fund so there are two separate line items. Cyndy moved to accept report, Gail seconded; voted & approved.

**5:11- Librarian's Report-** we continue to add new patrons this summer, and have been busier since kids got out of school. The annual appeal is at \$8565 so far, and Kathryn's memorial scholarship is at \$995. There is a new employee coming from VT Associates that will start training soon. The youth programs and Summer reading program have been busy also. The reading program kickoff was a big success, but there were a couple covid cases that resulted from that gathering, so we'll be masking for future big events.

#### **5:15- Old Business:**

- **Lights-** John hasn't heard back from the repair person about fixing the one light still out, will continue to follow up.
- **Website Update-** Kellyann- Paul Sternberg (a library patron) reached out to her back in March about working on the website. She couldn't take on extra work at that time, but has recently reached back out to him. At the moment he is volunteering, and has experience designing non-profit websites. John will reach out to him to let him know we would officially like to use his services.
- **Tech Plan-** the Tech committee still hasn't been able to meet, will try again this month.
- **Fix Downstairs Hall Door-** Town manager is 'working on it.' We need to prioritize the threshold over the hardware.
- **Update on Hiring-** This was covered under the librarian's report.

#### **5:43- New Business:**

- Gail asked what the status is for the plastic window seals. We are not eligible for a grant for this, we need to talk to Jeff about whether the town or library would pay for this, since it will provide heating savings and needs to be done before winter.
- Sherri: when Rebecca came to work Monday, there was a metal piece in the lock and the knob turned. She called the police under the assumption that someone had been in the building. There is no evidence of this physically or on the cameras. This was the same week as the plastic book box and wreath missing, but not the same night. We have changed a camera angle to point at the front door, and will leave lights on in the hallway so the cameras can see there. Gail recommended putting a camera sign by the door.

**5:35- Other business:**

- **Labor Day Book Sale-** We have been collecting books, and Gail will start sorting them soon. We need someone to organize the raffle, which should be new items or services that will attract bidders. Maryann and Tossy will head this up together. We also need to contact Norwich to ask for student helpers setting up and taking down, Sherri has this contact. We decided not to provide food this year, since the Friends of the Library isn't active and they used to set it up. The hours are usually 9-3 all 3 days. Sherri has a phone number of the person who has taken our leftover books in the past and will contact her again.

**5:44- Executive Session:** None needed.

**5:44-** Dale moved to adjourn the meeting, Cyndy seconded; voted & moved. Meeting adjourned.