

Brown Public Library Board of Trustees

Minutes - 3/19/19

Present: Maryann Beaupre [President/Chair], John Stevens (Treasurer), Tossy Garrett (Secretary taking minutes), Larry Garland (MAL), Gail Hall (MAL), Cyndy Bushey (MAL), Kelli Sutton-Bosley (new Trustee), Sherri Brickey [Director].

5:02- Meeting called to order by Maryann. Welcome to our new Trustee, Kelli Sutton-Bosley! Cyndy asked to add under 'new business' to do something for Katie for her years on the Board. Also to discuss checking on the grand list for the annual appeal.

5:04- Approval of February minutes. Cyndy took the Feb minutes, Sherri typed them. Gail moved to accept the Feb minutes, John seconded, voted & moved.

5:06- Treasurer's report. John reported that we were in the black last month, and are still waiting for the Lance foundation money to come in (they are always late). This is for the RIF program- Sherri will look into this and be in touch with them. Gail asked for some clarification about the current numbers vs. projected yearly budget; asked why travel & meeting expenses were higher than projected (Sherri & Britta have been working toward their certifications), and would like to see future budgets more accurately reflect current expenses. She also wondered about the difference in investment income- John said that the Moot fund should be reflected in that line, and will fix that. Cyndy moved to accept the Feb report, Larry seconded, voted & moved.

5:18- Librarian's Report. We had 91 volunteer hours for Feb, and it was a busy month for visits. Kathryn held a raffle with donated items. Capstone's tax program has been very busy. The elevator has received a conditional permit to operate while waiting for small repairs. The youth department was also busy in Feb, and held two popular weekend events.

5:24- Old Business:

1. Elevator Update- has received a conditional permit (not sure how long the permit is for), there may be someone coming in the next couple weeks to work on it. It is currently working fine, except the telephone isn't functional and a few small details that need attention.
2. Update on New Inside Storm Windows- Sherri doesn't have any information, she thinks the bids on this may have been expensive and the town isn't moving forward.
3. Pigeons- Larry has bought a decoy red tailed hawk to try to scare them away, we can set it up any time. Cyndy's son Justin looked at the entry way, and thought that any screening would detract from the visual appeal, but we think it might be necessary to keep the area clean, since the guano also detracts from the visual appeal. Sherri will talk to Justin again to ask about a timeline/expense for this work.
4. New Webpage update- Sherri has emailed twice to ask about having someone to help with this, she hasn't heard back... she will keep trying.
5. Changing Payroll Services- John hasn't done more work on this, he is waiting until after tax season. The current people are doing better, so its on hold for now but will need to be addressed.
6. Britta (specific toy list)- Gail wondered what the specific qualities are for the listed toys that makes them 'educational' or appropriate for the library... she also suggested starting with a smaller amount for a trial run. Tossy mentioned that we should start with the options with less parts to see how those went before investing in the larger items or those with smaller pieces. The pieces will have to be counted & cleaned by volunteers when they are returned. Gail

thought we could reach out to the high school to see if any students would want to fulfil their volunteer hours doing this work once or twice a week. We will ask Britta to present a specific plan for how the logistics of this would work, and also choose one or two from each age section on her list to start with. Kelli suggested local toy stores or Tractor Supply might be willing to donate an item, this will be good to explore.

7. Donation Money (Community Room) questions: John asked Jeff about who should receive the \$25 donation (town or library), who said he had to talk with the Selectboard. Sherri says that we are always very busy with booking the room, and often have messes left to clean up after parties- if the town wants the \$25 donation, she thought they should be also responsible for the booking/cleanup. We decided Sherri should go to a Selectboard meeting to be able to talk and answer their questions about the issue.

5:46- New Business:

1. Book Sale during Norwich Graduation- We discussed and don't feel that it's a great time for a book sale... maybe doing one in conjunction with other community events, or a 'pop-up' book booth at the winter farmers market. We'll stick with Labor Day for this year.
2. Recognizing Katie- Cyndy suggested either Cornerstone or Carrier Roasting. Tossy moved to purchase a \$25 certificate to both places, Cyndy seconded, voted & moved. John will purchase certificates.
3. Grand List for Annual Appeal- Sherri wondered if we could send a letter to new patrons this Spring using our information, before we even go over the grand list. We discussed and agreed it would be a good idea. Sherri can start going through last year's new patrons, and perhaps volunteers can take turns addressing envelopes. We can tweak the wording of the annual appeal to send out. John moved to send an appeal to the new patrons, Cyndy seconded, voted & moved.
4. Other Business- we need to elect a new slate of officers, will do that next meeting.

5:57- Public Comment: no public present

5:57- Executive Session: no executive session needed

5:58- Cyndy moved to adjourn the meeting, Tossy seconded, voted & moved.