

Brown Public Library
Board of Trustees
Minutes November 19, 2013

Present: Marsha Hoffman, Mark Combs, Julie Goodrich, Pamela Murphy, Kate Reilly-Fitzpatrick, John Stevens, and Katie Wawrzyniak. Absent – Ruth Ruttenberg.

1. Call to order – Marsha called the meeting to order at 5:10.
2. Minutes of October 8, 2013 – The minutes were presented and reviewed. Katie moved acceptance, seconded by John and unanimously approved.
3. Treasurer's Report – The report was presented and reviewed by John. Katie moved acceptance of the report, seconded by Julie. All approved with John abstaining. The \$500 donation from NSB was received toward the Literacy computer. Katie will handle appropriate thank-you.

Katie distributed donation requests for K-cups and has not received any feedback to date. The Board decided it best to establish a line item for this purpose. A budget will be established. The board agreed to fund the coffee and related supplies for the first year and then reassess. For now it will be funded from the supply budget.

4. Librarian's Report – The report was presented by Pamela. Pamela summarized the Trustee Annual Conference she attended on November 2nd.

Pamela suggested posting the approved minutes on the Library's website. All agreed. Pamela will coordinate with Floyd.

Discussion followed relative to the annual Christmas party scheduled for December 14th at 2:00. Katie volunteered to arrange the logistics of getting a tree.

5. Friends of BPL Report – John noted \$775 was received from the Friends toward the Literacy computer.
6. Review annual appeal letter- Katie distributed the letter to each Board member for signing. The letter along with a bookmark, created by Pamela, will be mailed soon.
7. Old business –

Mark will provide updated safety procedures at the next meeting.

John moved renewing the Historical Society membership for a fee of \$25.00, seconded by Katie and unanimously approved.

Kate and Julie will run for re-election for the 3-year term. They will obtain petitions from the Town Clerk.

Marsha will assist Karen Grace in her endeavor to run for election to take the seat that will be vacated by Marsha's departure (retirement). Karen is currently a volunteer at the library and is interested in running.

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Pamela suggested an application be completed by potential board members. Given it is an elected position it was decided to have an informational sheet for those interested in becoming a Board member.

The library update to town plan was sent to Michele Braun by Marsha.

Marsha will check on the budget hearing dates in order to present the Library Budget accordingly.

Other business – Nancy Munno has submitted her resignation effective January 24, 2014. As the personnel committee, John, Katie, Marsha, Pamela and Nancy will work on getting a replacement. Marsha will coordinate with John, Pamela and Nancy to provide a job description.

Meeting adjourned at 6:20, moved by Julie, seconded by Kate.

Next meeting scheduled for December 10, 2013.

Respectfully submitted,

Julie Goodrich