

Brown Public Library Board of Trustees

Minutes - 4/20/21

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

5:06- Meeting called to order by Maryann.

5:07- Approval of Agenda: One item added under "Other Business," Cyndy voted and approved.

5:08- Approval of Previous Minutes. No discussion or questions. Cyndy moved to accept the October minutes, Dale seconded; voted & approved.

5:09- Treasurer's report. We received the Crane Bequest, of which \$7k will be spent on new furniture for the front of the library, 1k on "Vox books" and 2k on passes for museums. We may need a committee to decide about the furniture. The rest of our financials are going smoothly. Cyndy moves to accept the Treasurer's Report, Dale seconds. Voted and moved.

5:11- Librarian's Report. At the end of March, we have received more than 10K for the annual appeal. Sherri is still receiving checks, so she has waited on the raffle, but we'll draw the winner at the end of May. Sherri submitted the library's annual report to the VT Dept of Libraries in March. Business has been steady, especially the curbside pickup service. Rebecca's Facebook storytimes have been going well, and she is working on an escape room with the Teen Advisory Board. She also organized RIF books for the school and is planning events for the summer.

5:16- Old Business

1. Rebecca's Class: Sherri hasn't heard any info, will touch base with Rebecca on Thursday.

2. Results of Painting and Shelving of books: The library staff had to put the books back on the shelves, since they didn't have volunteer help. The painters left in a hurry after finishing, without completing standard services like putting furniture back or taking tape off, and have not returned to check in. Sherri didn't feel they fully completed the job, but the painting/staining itself was good. The staff also double checked the order of the books after they went back on the shelves.

3. Where we are with vaccine and a possible opening: Library is offering in-person appointments 2 days per week, and we will keep doing that unless something changes. Will revisit the idea of further opening in May.

4. Chris Crain and use of donation: Sherri thinks we should form a committee to research and purchase furniture for the front room. Cyndy had an idea to keep the purchasing local, like Ethan Allen furniture, and Dale suggested Pompanoosuc Mills. Gail, Cyndy, and Dale volunteered to form the committee. The locally owned companies are pricey, so we will try to balance local purchasing with total value.

5. Blinds for windows: The Northfield Energy Committee is surveying Northfield residents to see what building they would like to receive an energy audit- we will hopefully receive that service.

5:34 New Business:

1. Other Business- Web Hosting Change- Kelli talked to George Sillowash, who is interested in making a new website for us, but Kelli needs to follow up with him since she received Sherri's approval. He can help us figure out if we need to switch hosting or not.

2. Passes- For the Crane bequest, Sherri has purchased the Billings Farm & Museum pass, which is \$200/year. She has researched other passes as well: The VINS pass is \$150/year (4 discounted entries per visit). Montshire is \$156, which gives only 12 admission passes for the year (one per visit, not many so we may not do this). ECHO doesn't have a pass, but we have a code in order to purchase discounted tickets online. State parks were \$50 last year (hopefully it will be the same)- they usually give us one and we purchase a second. Tossy thought people should know that these extra passes will be offered this year (maybe next) but are temporary. Gail suggested it could be a "Welcome Back to the Library" campaign.

3. Cleaning Air Conditioner- We should decide what we're doing for air quality. At the senior center, they are using fans instead of their air conditioners. Maryann recommended a "fogger" to be able to clean the air in the building between groups of people. Gail mentioned a portable air purifier that will clean the air. Gail wondered if there is state money available for this type of equipment. There is a Covid grant that can be applied for through the VT Dept of Libraries, Gail will look into that.

4. Evaluation of Staff- Sherri is currently working on evals for the 3 staff members who have been working the past year, they should be done by the next meeting. The board will need to gather (in person, in executive session) to put together Sherri's evaluation, we will need to plan for that.

5. Officers of Group- we need to vote on officers and committee assignments. Maryann has the 2018 and 2019 committee names, Tossy probably has a more up to date list, will send. We need at least 3 people on all 7 committees, so we will need to serve on more than one. For chair, Tossy moves that Maryann stays on, Kellianne seconds, voted and moved. Vice Chair- John moves that Cyndy stays on, Tossy seconds, voted and moved. Treasurer- Cyndy moves that John stays on, Dale seconds, voted and moved. Vice-Treasurer- Cyndy moves that Dale moves into that position, John seconds, voted and moved. Secretary- Cyndy moves that Tossy stay on, Gail seconds, voted and moved.

6. Update working Calendar- the last time it was updates it was 2015, it may not change much but we do need to review it and make any changes needed (such as volunteer appreciation and carpet cleaning). We also need to update the calendar for the Trustees' term expiration. April brings us carpet cleaning (but it doesn't need to be done this year), the 5-year plan will need to be done next year, and the 3-year technology plan is due this year.

Other: John mentioned that we will get one new furnace for the library. We can either replace (20 year use) both, repair (5-7 year use) both, or replace one and fix the other which is what we will do- it staggers the expense and also the replacement date. John installed kick plate on front door to protect from damage. He talked to Dennis Donahue about sealing the treehouse, haven't heard back... this should be paid by the town committee that bought the treehouse, they mentioned having maintenance funds saved.

6:15- Public Comment: no public present

6:15- Executive Session: not needed.

6:16 - John moved to adjourn the meeting, Cyndy seconded; voted & moved. Meeting adjourned.