

Brown Public Library Board of Trustees

Minutes 11/20/18

Present: Maryann Beaupre [President/Chair], Larry Garland (MAL), Katie Wawrzyniak (VP), Sherri Brickey [Director], John Stevens (Treasurer), Gail Hall (MAL), Cyndy Bushey (MAL).

Absent: Tossy Garrett

4:00 Meeting called to order by Maryann. There were no questions or comments about the agenda.

Approval of October minutes. There were no questions or corrections. Katie moved to accept the minutes, John seconded, so moved.

Treasurer's report. Stock market is down again today. Everything is in line except payroll which is higher than we budgeted in the part-time employee line since we hired Roman. John will transfer money from the moot fund to finish the year. This was a rough month as we received several large bills including Scholastic for RIF, the treehouse bill and fixing the issue with water in the basement cost more than we thought. Gail asked if we need to do more fundraising. The annual appeal is going out this month so that should get us over the hump plus he doesn't anticipate any more big bills. Katie moved to accept the Treasurer's report and Cyndy approved, so moved.

5:08- Librarian's Report. Stats were good for October after a slower September. Sherri has taken a few more classes toward her certification and thinks she only has one more in January to be done. She did a joint dog event with the Roxbury library and they made a donation to the Central Vermont Humane Society. She and Britta read Bread and Roses with the Ladies Reading Circle. We had 177 for trick-or-treating, Britta had a good month in October as well with her Halloween story hour, her first RIF of the school year (over 300 kids got books to bring home), and the Halloween Party. Many thanks to all of the volunteers.

Old Business:

1. Bylaws Update- most changes were just cleaning up confusing wording. There was a question about releasing our membership to the public that was answered. We don't release their names. Katie moved to approve the bylaws as presented, Gail seconded, so moved.
2. Outside Painting Update- still not finished, but also not paid for.
3. Pigeon Spikes/Screening- The contractor only applied spikes which was not the agreed upon scope of work. We gave him \$200 for supplies and all he did was buy spikes. He will not receive any more money and we will revisit hiring someone else in the spring.
4. Book Sale at Winter Carnival- the Board approves the book sale that Kathryn has proposed. Gail has offered to help. We need to get the dates and then check the room availability. Maybe Britta can do her carnival craft in the community room and we can provide refreshments.
5. Vote on 2019-2020 Budget – The proposed budget is \$4000 higher than last year. It may go down if Northfield gets into the League of Cities and Towns which will lower insurance rates.

New Business:

1. Granite Steps- Ken gave Sherri the name of a granite person in Barre who said there is a sealer to put on the steps, but it has to be done in the spring. Sherri will follow-up.
2. Promise Community update- they came and started working on it, but haven't finished.
3. New Webpage- Norwich has identified an NU student interested in working on the website. Sherri will reach out to him/her to get the project underway.

4. Annual Appeal – Sherri drafted the letter. The Board made a few edits. It will come from Cyndy Bushey as she has good local name recognition. Sherri and Maryann will send it to Katie who will cc them when she sends all of the information to Nicole at the Mailing Center. Katie will talk to Nicole about the costs of using larger return envelopes.
5. Payroll Service – Abacus has not been filing our quarterly 941 payroll taxes. We need to find another company to do payroll. John will find several other options and bring us a proposal to the January meeting. If there any IRS fees Abacus will be responsible for paying them.
6. Other business- We will skip the December meeting and meet again on January 15, 2019.

Guest Speaker – Lara Keenan from the Vermont Department of Libraries spoke to the Board about the role of the Trustees, the director and the volunteers. It was very informative and she had great hand-outs and resources for our use. She is available for any issues or questions.

Public Comment- no public present.

No Executive Session needed.

5:50 Cyndy moved to adjourn, Katie seconded, so moved.