

Brown Public Library Board of Trustees Minutes
August 22, 2017

Members Present: Karen Grace, Chair; Katie Wawrzyniak, Vice Chair; John Stevens, Treasurer; Maryann McGinnis, Secretary; Cynthia Bushey, Maryann Beaupre, Tossy Garrett and Sherri Brickey, Director

1. Meeting called to order at 4:39 PM and drafts of policies were handed out to review next meeting.
2. Motion to accept Minutes from the July 18, 2017 meeting made by John and Katie seconded; unanimously approved.
3. Treasurer's Report-
 - Increased story hour allocation from \$200 to \$300.
 - Withdrew \$5000 from Weis bequeath to pay for youth area items which included youth librarian desk, bookshelves and furniture (half of total).
 - Motion to accept treasurer's report made by Katie and seconded by Maryann B.; unanimously approved.
4. Director's Report-
 - Volunteer hours down this month due to summer vacations.
 - Pidgeon problem addressed by adding more spikes to roof.
 - New furniture came in and was placed in back corner of library. It is being enjoyed by youth and adults alike.
 - Board will give Cornerstone gift certificate as a thank you to Fred Nadon for his work on the stone benches that were placed in front of the library.
 - Community Room floors and hallways will be cleaned and waxed the first week of September.
 - Annual reviews were completed for staff.
 - Patron computers are having an issue with deleting previous user information. There is no prompt to restart or shut down when new patrons use the computers.
 - Sherri did some research on library director hours from libraries comparable to Northfield. She found out that directors of comparable sized libraries have a 35-hour position and that employees such as youth librarians are paid between \$18-19/hour.
5. Old Business-
 - Discussed the need for a Deputy Director position and the qualifications (includes 1500 hours as library Assistant and up to 25 hours week)
 - Katie made a motion to create the Deputy Director position and to offer it to the eligible employees. Karen seconded this and it was unanimously approved with the addition of minimum and maximum hours.
 - Community Room application revision is complete with changes that include \$25 refundable fee. Motion to accept the application made by John and Katie seconded and unanimously approved.

- Discussed library hours on snow days and Cyndy made the motion to open the library at Noon if the school system has a snow day. Katie seconded and unanimously approved.
 - Discussed and decided that grant writing will fall under the fundraising committee. Fundraising committee will meet soon to discuss grant needs.
 - Update on painting exterior of building-no bids came back when posted and bid will be sent out again.
6. New Business-
- Friends of the Library will now hold a Coffee hour from 8-9am on Saturday September 2nd before the opening of the annual book sale. *This is a change from the previous idea of a wine and cheese event the night before.* This coffee hour is opened to current Friends and new members (can sign up at coffee hour).
 - Left over baked goodies from coffee hour will be sold at book sale, with the proceeds going to the Friends.
 - John will get the money box for book sale.
 - Sign-up sheet for book sale help was distributed.
 - Sally Pedley ordered new tables and chairs for Community Room.
 - Will continue policy discussion at next meeting.
7. Went into Executive session at 5:27pm to discuss personnel issues. Came out of session at 5:41pm. Motion made by Katie to give Kathryn Szelag a merit raise to \$14/hour. Maryann B. seconded and unanimously approved.

Katie made a motion to give Britta Eberle a merit and fair market adjustment to \$18/hour. This was seconded by Tossy and unanimously approved.

Meeting adjourned at 5:42pm.

Next meeting Tuesday September 19, 2017 at 4:30 PM in the Community Room.

Respectfully submitted,

Maryann McGinnis