

Brown Public Library Board of Trustees

Minutes - 11/24/20

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

5:05- Meeting called to order by Maryann.

5:05- Approval of Agenda: Cyndy has two additions: discuss the Annallel Crain bequest and Library budget presentation to the Select Board. Agenda approved as amended.

5:07- Approval of Previous Minutes. No discussion or questions. Cyndy moved to accept the October minutes, John seconded; voted & approved.

5:08- Treasurer's report. Financials are doing fine. We'll have 3 pay periods next month, but otherwise are operating as expected. The IRS form 990 has been filed on time. Budget has been submitted to the Select Board, but we will need someone (besides John) to show up for the approval meeting. We purchased new computer monitors for the staff and main desk, and they have been set up. Kelli Anne moved to accept the Treasurer's Report, Tossy seconded; voted and moved.

5:11- Librarian's Report. Sherri reported that the library is still busy with curbside and delivery. We stopped in-person appointments after the governor's conference on the 15th. Youth storytimes have returned to a virtual format also.

5:13- Old Business

- 1) COVID-19 DISCUSSION:** In-person appointments are stopped for now, but there aren't further steps that we need to be taking. There are a maximum of 3 staff in the building at any given time which feels safe to Sherri.
- 2) Appeal Letter:** There are about 100 letters left to stuff- the librarians and staff have started sealing and stamping but there is a fair amount left to do. The goal is to finish and mail them next week if all goes well.

5:24- New Business:

- 1) Steps in Case of Staff/Visitor Illness:** If there is illness, the library will close for a quarantine period.
- 2) Computer Problems:** We're not purchasing anything new right now since we have public computers that aren't being used- Sherri is using a public computer right now, and that will continue to be the plan until the computers are needed for public use. We discussed the problem of Sherri's microphone not working, whether an external camera with microphone might be a solution. John will find one of those so that Sherri can participate in virtual meetings without tech issues.
- 3) Painting interior of building:** We got a bid from Shamrock Painting (Dennis Donahue), for about \$9000. Jeff Schultz put out the bid to other contractors, but there were no other bidders. Sherri and other staff will need to remove all the books from the shelves in the basement before painting and re-shelve them afterward. Cyndy moved to accept the bid, John seconded; voted and moved.
- 4) Other business:** Annallel Crane had made a bequest to the library, and she wanted it to be used for something significant to help patrons. Some ideas the Trustees suggested: a redesigned front sitting area, additional snowshoes or tickets (VINS, Billings Museum, etc) for patron checkout, funds for summer reading program prizes (so we don't have to ask

local businesses for donations right now). Since Dale is starting to learn a bit about the Treasurer's position, we thought he ought to present the library budget to the Select Board when it is time to defend it.

5:43- Public Comment: no public present

5:43- Executive Session: not needed.

5:44 - Tossy moved to adjourn the meeting, John seconded; voted & moved. Meeting adjourned.