

Brown Public Library Board of Trustees Minutes  
November 28,2017

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

1. Meeting called to order at 5:00PM.
2. Motion to accept Minutes from the October 24, 2017 meeting made by Katie and seconded by Tossy; unanimously approved.
3. Treasurer's Report-
  - Motion to accept Treasurer's Report made by Katie and seconded by Karen; unanimously approved.
  - The Board will have a future conversation about the best way to use the Wellington Fund.Budget--
  - Britta has asked that the youth books that have gone missing over the years or have not been returned be replaced and not have the cost come from the new book budget. The Board decided that the replacement should come from the Weiss Bequeath and not the youth book budget.
  - Reviewed 2018-2019 budget. We are asking the town for a minimal increase. Katie made a motion to approve the 2018-2019 budget and it be brought to the town for approval, Karen seconded and unanimously approved.
4. Director's Report-.
  - Faye Dawes past away and we sent flowers to Ed. The library received a \$100 donation in her memory.
  - The library also received donations (\$50, \$100) in the memory of Ruth Sabol who passed away.
  - Monday, the 27<sup>th</sup>, we had a light covering of snow and the town was quick to clear the library's walkways and stairs. We are very appreciative of this.
  - The Friends' author night with Charlie Nardozzi was very well attended...60 plus people.
  - One of the toilets was vandalized in October and was fixed this week. This incident was reported to Jeff Schulz and the police.
  - Wreath making class is scheduled for Thursday, the 30<sup>th</sup>, and the reservations filled up the first day it was advertised!
5. Old Business-
  - Britta is attending the Promise Committee meetings as the Library liaison and will account for this time on her timecard.
  - Kathryn Szelag will count her book store hours as part of her scheduled library time. Sherri and Kathryn to work out schedule.

- Final review of the following policies-Non-Discrimination, Harassment, Safety Regulations, Technology Plan and Overdue; motion made by Tossy to approve the policies, seconded by Katie; unanimously approved.
- The By-laws to be reviewed next.
- Volunteer/Staff appreciation get together to be scheduled for late Winter. To be discussed at our next meeting.
- Annual Appeal letter ready to be mailed. It will mention the anonymous \$1000 donation. Katie is using the voter registration list for our mailing, incorrect/bad addresses *will not* be addressed as Current Resident.
- Fundraiser/Grant writing committee met and discussed potential ideas:
  - Find the new sip and paint idea...Pallet parties or sip and plant.
  - Silent auction or gift basket raffle during our annual book sale.
  - Advertise the book sale in other papers including the World and do a weekly count down, starting a month before.
  - Have Margaret England, Friends Chair, contact Charlie Nardozzi for a signed book and raffle it off.
  - Bites/Brew for books-contact local restaurant.

6. New Business-

- The library book store heater is not working. Sherri will contact the town and have them contact Gillespie's Fuel. In addition, we will purchase a space heater with an auto shut off and replace light bulbs/ballasts in book store.
- With Karen Grace moving and stepping down from her Chair position, she made the motion to nominate Maryann Beaupre as interim chair until March elections. Katie seconded the nomination and unanimously approved. Maryann Beaupre accepted the nomination as interim chair.

We did not go into Executive Session and meeting adjourned at 5:55. Motioned made by Tossy and seconded by Katie.

Next meeting January 16, 2018 at 5:00 PM in the Community Room.

Respectfully submitted,

Maryann McGinnis