

Brown Public Library  
Board of Trustees  
Minutes October 8, 2013

Present: Marsha Hoffman, Mark Combs, Julie Goodrich, Pamela Murphy, Kate Reilly-Fitzpatrick, Ruth Ruttenberg, John Stevens, and Katie Wawrzyniak.

1. Call to order – Marsha called the meeting to order at 5:02.
2. Minutes of September 10, 2013 – The minutes were presented and reviewed. Katie moved acceptance, seconded by Ruth and unanimously approved with Ruth abstaining.
3. Treasurer's Report – The report was presented and reviewed by John. Ruth moved acceptance of the report, seconded by Julie. All approved with John abstaining. Marsha noted Rotary donated \$500 worth of children's books.
4. Librarian's Report – The report was presented by Pamela.  
Discussion followed relative to the Early Literacy Computer at a cost of \$2,000.  
John will propose a \$1,000 request to the 'Friends'.  
Northfield Savings Bank approved a donation request of \$500 toward this cause.

The deadline to notify Midstate Library is November 5<sup>th</sup>.

Pamela is working with Floyd to update the library's website.

Pamela announced that Larry Garland, a volunteer for 5 years, is leaving.

The Trustee annual conference is scheduled for November 2<sup>nd</sup> from 9-3:00.

The holiday party is scheduled for Saturday, December 14<sup>th</sup> at 2:00.

5. Friends of BPL Report – John indicated there is no news to report.
6. Review annual appeal letter- Katie will distribute the letter to the Board along with a report of names. It was suggested that we use the grand list as a reference for the mailing. Please review and provide edits to Katie by the end of October. Letters will be available for signing at the November meeting.
7. Five-Year Long Range Plan – Katie moved acceptance and Mark seconded; unanimously approved.
8. Three-Year Technology Plan – Julie moved acceptance and Katie seconded; unanimously approved.
9. Old business –  
Marsha reviewed the budget and building maintenance issues with the Town Manager.  
The Library update for the town report is due October 11, 2013.

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10. Next meeting assignments discussed –

Marsha announced she will not seek re-election.

Mark indicated he will be handling the Safety Regulation Review.

John has completed the workmen's comp audit.

Meeting adjourned at 6:30. Next meeting scheduled for November 19, 2013.