

Brown Public Library Board of Trustees  
Minutes of September 8, 2015

Attendees: Katie Wawrzyniak, Chair; John Stevens, Ruth Ruttenberg, Karen Grace, and Maryann McGinnis

Absent: Richard Brockway and Kate Reilly-FitzPatrick

1. Meeting called to order at 5:06 pm
2. John made a motion to approve the Minutes from the August 11, 2015 meeting and Karen seconded; unanimously approved.
3. Treasury report
  - \$1829 made from Labor Day book sales; more than half of this made in Saturday sales
  - Kathryn Szelag received a 2% raise
  - Checking account has an extra \$2200 due to a CD whose term was up. John is researching other banks with better interest rates to roll the CD into.
  - Purchased two signs for library
  - Lance Foundation called us after receiving Sarah's certified letter and will send money for last year's and this year's RIF program as well as a 2016 summer program donation
  - Treasury report motion to accept was made by Karen and Ruth seconded; unanimously approved
4. Director's report
  - Sherri reviewed her report
  - Thank you given to Karen for all of her work getting books ready for sale
  - Local author, Heidi Passalacqua, to speak at the library September 28th
  - A tent was asked for by Sarah for summer reading hour when held during farmers market
5. Friends of the BPL-no requests
6. Old Business
  - Draft started on grant for roof repairs--asking for \$40,000
  - Sent email to Jeff about continued leaks
  - Carpet samples from Morrison Clark
  - Safety policy- John made a motion to approve and Ruth seconded; unanimously approved. John will post a laminated copy in the library
  - Fundraising policy—was approved by John and seconded by Karen; unanimously approved.
  - Motion made that donated funds to a specific area will be in addition to budgeted amount--John made a motion, seconded by Ruth; unanimously approved
7. New business

Labor Day review

- Sold about 60% of donated books
- Need to correct the Northfield News for next year. Take out the mention of specific donation amounts
- Advertise that we have air condition; especially if warm
- Drinks to be sold based on weather and possibility of bake sale fundraiser next year
- Books can be donated up to the week before sale; no books will be taken week of sale
- Separate out mysteries
- Possibility of some music playing in the background during sale days
- Stock up on paper products for rest rooms

Proposed budget for 2016-2017

- Changes-add in \$3000 to foundation grant under Library Programs for RIF (under income) and put as an “asterisk” “dependent upon Lance Foundation Grant payment” under expenses
  - Change Labor Day book sale proposed budget from \$1200 to \$1500
  - Budget Passing Approval-tabled until October meeting; pending changes
  - Propose to donate 10% of book sales to Labor Day committee; Katie will write something up and give to Karen
  - Library floor needs-tabled until October meeting. Need to consider cost of installation and upkeep/care of carpet vs. wood.
8. Executive session 6:12pm
- Motion to approve Sherri's six month evaluation made by Karen, seconded by Ruth and unanimously approved.

Meeting adjourned at 6:16pm

**Next meeting scheduled for October 13<sup>th</sup> at 5:00 PM in the Community Room**

Respectfully Submitted,

Maryann McGinnis