

Brown Public Library Board of Trustees
Meeting Minutes for February 21, 2023
5:00 pm
Community Room

Attending: D. Kunkel, C. Bushey, M. Beaupre, G. Hall, K. Sutton-Bosley, S. Brickey, J. Stevens

Agenda Item	Action	Presiding	Time
Call to Order		Maryann B.	5:02
Approval of Agenda		Maryann B.	5:03
Minutes of Previous Meeting	Cyndi moved to approve minutes as presented. John seconded – approved by unanimously by the Board.		5:05

Treasurer's Report: Everything is paid. Dale's computer came out of computer and technology budget for January. We ordered a new Printer/Fax/Copier machine and set it up - \$500 for the machine and \$100 for set up. We also had plenty of room in the budget for a staff member's raise.

- Gail moved to approve the Treasurer's Report as presented. Dale seconded – approved by unanimously by the Board.

Librarian's Report: We are all set with the new website – learning how to post the agenda and minutes but it is nice to have that immediate access and be able to do it ourselves. New volunteers: Shawn came in on Tuesday night. He knows IT and previously worked with Sonya. He will share time with Mary Jo.

The Lego activity went very well. A couple of patrons purchased prizes. Sherri will follow up with Rebekah for more on that.

Rebekah or family has experienced some normal winter illnesses requiring someone to cover Rebekah's shift – Dale covered with play group and Britta covered a story time.

Young Adults who volunteer with Friday play group really enjoy their time working with the young kids.

Old Business:

Furniture Committee: Sherri went to Ashley's and took a look at different accent chairs (we are planning to purchase two). Board reviewed the options and prices. Expressed concern that the chair is far enough off the ground for senior citizens to be able to utilize (21" off the ground for people to get up and down). Sherri will obtain measurements on the option the Board liked and get back to us. Gail thanked Sherri for going to Ashley's to look. The check for the custom bookshelf was picked up last week.

Fix Hall Door: The door is fixed!

Katharyn's Plaque: The plaque is not hung yet – will need heavy duty screws. John to work on this.

Friends of the Library: Gail met with Royal (secretary). The Lavarnways are away for the winter. The plan is to circulate a flier for a get together in April. Rebekah approached the Friends for funds for the prizes for the Lego Event but the small board decided they were not organized enough to make decisions yet.

Light in Library: The light in the library is fixed. Mark and a helper came in Friday, February 17 and fixed it. The Ballast overheated and melted the insulation for the wires. It was \$250 to replace the one ballast or \$1000 to replace all 10, so John told the Town Manager and the town will cover the \$1000 to replace all of the ballasts for safety purposes.

New Business:

Elevator: The Elevator did not pass the yearly inspection – they issued a conditional permit. No indication as to why the elevator did not pass. John took the inspection to the Town Manager to investigate and get fixed. The Town Manager will call to find out why it did not pass and get it repaired.

Additional Staff for Vacations: Brett and Rebekah are not available to work extra hours – when Rebekah was out sick, Sherri had to cover. Could we open a new part time position to work 10 hours a week and cover vacations when necessary? Katharine was working 20 hours a week so we have the open hours. This person would not need to work in the bookstore as volunteer has taken over it and is doing a fantastic job running the store.

- Cyndi made a motion for Sherri to be advised to open a job listing for one paid-PT (10 hours per week) position. Dale seconded – approved unanimously by the Board.

Yearly Library Report: Vermont Department of Libraries just released the report format so Sherri has begun to work on it.

NMHS Advertising Spot: NMHS is putting on Mary Poppins this spring and soliciting donations for advertisement space in their program to support the play production. Purchase is \$25. Leslie Striebe will provide an email to send artwork to.

- Cyndi made a motion to purchase a \$25 ad in the play production program. Gail and John seconded – approved unanimously by the Board.

Agenda Item	Action	Presiding	Time
Adjourn	Dale made a motion to close. John seconded – approved unanimously by the Board.	Maryann B.	5:42