

Brown Public Library Board of Trustees

Minutes - 5/16/23

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

5:02- Meeting Called to Order (Maryann), Agenda review. No additions to the agenda, but Kellianne is not here to discuss the Tech Plan.

5:04- Previous Minutes (Tossy). We reviewed the previous minutes as a group. John moved to approve the April minutes, Cyndy seconded; voted & unanimously approved.

5:05- Treasurer's report (John). All bills and employees have been paid for the month. The IRS said the late fee for the 990EZ last year has been removed and the next form is not due until November. Our overpayment of taxes of \$1200 has been held in escrow due to this and will now come back to us. John hasn't paid Rebecca's bonus as discussed at the last meeting, he will do that and it will be in next month's financial report. Sherri had questions about the total community room donations being higher than reported, which John will look into, and whether the audio book expenses are marked as coming out of ARPA money, which they should be. The Billings Farm pass will come out of the Crain Fund, not our regular budget. Cyndy moved to accept the Treasurer's Report, Gail seconded; voted and approved.

5:10- Librarian's Report (Sherri)- The library has been busy, with lots of computer use. There are still some curbside and delivery services used. The annual report for the VT Dept of Libraries has been completed. Sherri and Jeanne Bright put up a display in memory of Jane Bryant during April which was visited by many of her friends. We also had another check come in for the annual appeal bringing the total to \$9385.

Rebecca has had some live animals at storytimes this month which has been fun. She has discontinued the Crafternoons since there has been less attendance recently.

5:19- Old Business:

- **Furniture Committee-** Sherri wishes the shelf was bigger, and its difficult to reshelve books due to the shuffling involved. Cyndy mentioned that Roxbury has a rotating shelf for their new books and they organize by genre instead of alphabetically, each side being its own genre- we could label the sides. Another solution could be to use it for the new large print books and new audiobooks. The lowest shelf is hard for patrons to reach/read, although the chair next to the shelf helps with that. We will figure out the best use for the beautiful handmade shelf.
- **Ceiling Leak, Kitchen & Bath Tiles-** The leak has been fixed, John has talked to Jeff about the tiles that still need to be replaced. We don't have enough extra to replace them all, John has told Jeff that the new tiles don't need to match but we haven't heard back about when it might be completed. Maryann will follow up with Jeff.
- **Religious Postings on Bulletin Board-** Jeff was going to ask the town lawyer to write up something for the cleaner to sign. Sherri wondered why we need a paper to sign when this is a breach of contract and his job is at stake for doing what he shouldn't be using. This needs to be communicated to Jeff and hopefully a warning will be given so the behavior stops.

5:30- New Business

- **Tech Plan-** Two months ago Kellianne was assigned the task of updating the Tech Plan. She wasn't present last month either to follow up on this. We will add her presentation of the updated Tech Plan to the agenda next month and make sure she is aware of this.

5:36- Other business:

- **Labor Day-** Gail wondered when we will start talking about Labor Day planning, and if we are taking summer off from meetings. We will add the discussion to June's meeting agenda, take July off, and have a meeting in August to prepare. People are starting to bring books in and Sherri wants people to make appointments for this rather than leave them on the porch.
- **Thanking Volunteers-** The flowers we sent were a nice gesture, but we would like to do more. Gail is wondering how to honor the volunteers and best thank them. We haven't held a live event since the pandemic but it might be time to do that again. In the past we've held events where they make something to take home, or given a gift certificate. Ideas from past events and brainstorming: picnic, potluck, a 'tea', essences, potted plants, painted rocks, Yankee Swap (if around holidays)... we could do it in October or November with a Fall theme which would fit well in the library schedule. We could hold a brunch for a morning event, which sounds good to us all. We could prepare 'Make a mix' jars for baking at home as a favor. Cyndy has fabric we can use to decorate the jars, and canning jars to use as well. We decided to set the brunch date for Nov 5th at 11:00. We'll discuss ideas again and bring in recipes for mixes next month.
- Gail wondered if we have enough volunteers now, Sherri says yes and they are all working out well.

5:47- Public Comment- no public present

5:47- Executive Session: none

5:47- Adjourn: Cyndy moved to adjourn the meeting, John seconded; voted & moved. Meeting adjourned.