

## **Brown Public Library Board of Trustees**

### **Minutes - 10/3/23**

Present: Maryann Beaupre (President/Chair), John Stevens (Treasurer), Cyndy Bushey (Vice President), Tossy Garrett (Secretary taking minutes), Gail Hall (MAL), Dale Kunkel (MAL), Kelli Sutton-Bosley (MAL), Rebecca Pearish (Youth Librarian). Absent: Sherri Brickey (Director)

**5:00- Meeting Called to Order (Maryann), Agenda review.** We added two items to the agenda- budget under new business, and inspection of library under other business.

**5:01- Previous Minutes.** John moved to approve July minutes, Cyndy seconded; voted & approved.

**5:02- Treasurer's report.** John reports that money is still coming in for the Labor Day book sale, so we don't have the total yet. We're doing well financially. Gail moved to accept the Treasurer's Report, Tossy seconded; voted & approved.

**5:04- Librarian's Report-** Rebecca started and said that September is a quiet time for youth services with school back in session, and detailed some fun programs that are happening. The full-time preschool is changing the attendance at Monday storytimes, but is still happening. The Halloween party is coming up. August was a busy month, with the summer reading celebration and lots of other programming. Rebecca thanks Trans Video, the Falls General Store and the Northfield Pharmacy for their donations to the summer reading program. Next year we can add these sponsors to our website. Sherri not present but she sent the Director's Report.

#### **5:07- Old Business:**

- **Ceiling Tiles & Floor Tiles-** Sherri has reported that the tiles have been ordered for a very long time, we are still waiting for those. The linoleum floor tiles are old and have water damage in both bathrooms, and will need replacing. We will talk to Jeff about this.
- **Replacement for Cleaner-** The town found a replacement for the cleaning service, who will start this week. Maryann has talked to them, and they have been to the library to see what will need to happen.
- **Dale's Training as Treasurer-** Its coming along, Dale and John will have another session soon.
- **Tech Plan Survey Results-** Kelli reports that the survey didn't get printed in time for the Labor Day Sale, but she will have a digital copy ready for linking on the website soon as well as some printed copies for the library. She will also post a link to the survey on Front Porch Forum.

#### **5:13- New Business**

- **Annual Appeal-** Tossy will write the appeal and give to the board for approval soon. Sherri has started getting ready so it can go out in the beginning of November. We need to renew our nonprofit mailing stamp with the post office.
- **Replace Dehumidifier & pipe in storage room-** The pipes are the drain pipes that lead outside from the dehumidifier. The pipe seems to have been damaged by the snow removal equipment last winter, but did function during the floods in July. Fixing the pipes is the town's responsibility. John reports that the old dehumidifier has stopped working, so we need to vote on purchasing a new one. It will cost under \$100, we will replace this. Dale moved approval to purchase a new dehumidifier, Kelli seconded; voted and approved.
- **Handicap Accessibility Issues-** There are a couple issues. At the Selectboard Facilities Committee meeting, John reports that the town needs to install 6 automatic door openers for the library building. The lip on the slab at the downstairs door will be fixed when the sidewalks

are repaired. The elevator was running on a conditional license, which is now expired. This cycle of short-term provisional liscencing has been going on for years, we don't know what we would need to do to the elevator to get a full liscense.

- **Grant for Kitchen Renovation-** Maryann has been attending selectboard meetings and learning more about how the ARPA funds are managed. The kitchen here needs repair to function as part of the community space. The sink and appliances (dishwasher) in there currently don't drain (if used they flood the floor), for starters. Maryann would like to write a grant for ARPA funds to update the Community Room kitchen. She is having people here to look at what needs to be done about the drain and give estimates. We also need to replace some appliances, and hopefully there will be funds left for that after the drainage fix, along with some carpentry and electrical work. The board approves the application for this grant, Maryann will take this on and report to the board on the application status.
- **Budget-** John has put together the 23/24 budget. We went over the numbers, which balance well without a raise in the amount we are asking from the town. Rebecca asked for an additional \$500 for the youth book budget and detailed why she feels this is important. Part of this is the increase in checkouts for young adult books, especially graphic novels, and that she has had to rely on repeated interlibrary loans for books that are frequently requested. Kelli was worried about increasing other parts of the budget while not accounting for the 12% increase that VT approved for health insurance costs. Sherri is the only employee that receives health insurance, we have no other full-time employees. The increase in FICA/Medicare costs is included in the budget number. We further discussed the Youth budget details and history, along with recognizing that the adult materials budget has also not seen much increase in several years. Tossy moved to increase the budget for youth and adult materials by \$500 each, Cyndy seconded; voted & approved. Cyndy also mentioned adding a gardening line to the expense budget. We have someone willing to volunteer their time, and previously gave a one-time fund of \$100 this year- should we add a few hundred dollars for a line item for this? The town gardening club does not come to the library property so this would allow for ongoing attention to the landscaping here. Cyndy moved that we add \$300 to the budget for gardening. Some discussion of this. Tossy seconded, voted & approved. Kelli moved that we approve the proposed 2023/34 budget with the amendments added this evening. John seconded; voted & approved.

#### **6:00- Other business:**

- **Inspection of Library-** This topic tabled until next meeting due to time.

#### **6:01- Executive Session:** none

**6:01-** Cyndy moved to adjourn the meeting, John seconded; voted & moved. Meeting adjourned.