

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

### **Minutes - 11/21/23**

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

**5:02- Meeting Called to Order (Cyndy), Agenda review.** No items changed on agenda, approved.

**5:02- Previous Minutes (Cyndy).** John moved to approve October minutes, Dale seconded; voted & approved.

**5:03- Treasurer's report (John).** All employees have been paid, everything is going smoothly. Kelli moved to approve the Treasurer's Report, Gail seconded; voted and approved.

**5:04- Librarian's Report (Sherri)-** In the last 3 months we've given 71 new library cards! The annual appeal was mailed out last Monday. We've already collected about \$800 for the appeal, which covers the permit fee and postage. Sherri read the rest of the Librarian's report and Youth report.

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

1. **Ceiling Tiles & Floor Tiles-** John dropped off the 5 ceiling tiles that arrived at Jeff's office so he will have people come to replace them. John has not discussed the floor tiles in the bathroom yet, he will talk with Jeff about it. They are bad enough that they are difficult or impossible to clean, so need to be done this coming year.
2. **Kellianne Tech Plan Survey Results-** Survey Monkey alerted Kelli as she was building the survey that there were features that needed to be paid for- so she reworked it on Google Forms and has sent out all the links, post on FPF etc.
3. **Annual Appeal Update-** Sherri brought the appeal letters to the PO Monday, she's glad to have it done and out before December.
4. **Labor Day Sale Excess books-** Gail has been working on getting them together- the Restore has reopened, so although they only take a box at a time that will be the plan for getting them out of storage.
5. **Set Up Dehumidifier:** Sherri asked John if they could look at hooking up the dehumidifier to the drain instead of having to empty it when full. They will do that soon.
6. **Handicap Accessibility Update:** the slab outside the downstairs door was patched as the construction finished, the contractor decided that a full fix would need to happen in the spring. The patch job is already coming apart. Jeff has bids for installing handicap-accessible doors, he will evaluate them shortly and start that process. The elevator works fine now, but the stair lift to the bookstore doesn't work. Sherri can't test it because it is locked, she will ask Jeff to get the person who fixed the elevator to come fix that.

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

- **Fixing Light-** the emergency lights need to be tested and get new batteries to be up to code, this needs to be done by an electrician. We have used Roux or Fournier, John will reach out to Fournier about scheduling this, as he has done work for us most recently.
- **Disgruntled Patron-** Sherri reported that we had a patron who requested books through interlibrary loan, Sherri found slips requesting 5 of them when she came to work one day last week. We had some books on the requested subjects so Sherri pulled those for the patron not knowing if the patron was aware that we had books on the subject she was requesting. Patron

was livid that they were not the specific ILL requested books requested. We made the ILL request even though it exceeded the usual number of books allowed to ILL at one time. Patron wrote angry letters of complaint, requesting apologies from the library and director (which Sherri and Maryann did). Sherri has since written an interlibrary loan policy to post on the website so the details of the process are clear. She has not heard back from the patron regarding the apology letter.

- **Website Addition-** see above, the ILL Policy. Dale moved to approve the new Interlibrary Loan Policy, John seconded, voted & moved.

**5:26- Other business:** We don't have anything pressing to discuss next month, so we will not meet in December. Kelli will collect the info from her survey and report on this in January.

**5:28- Executive Session:** none

**5:28-** Dale moved to adjourn the meeting, John seconded; voted & moved. Meeting adjourned.