

## **Brownell Library Trustee**

### **Meeting Minutes**

**August 18th, 2015**

At 7:03 PM Christine Packard called the meeting to order.

Trustees in attendance were Daisy Benson, Todd Logan, Christine Packard, Sheila Porter, Linda Costello, Nikki Yandow, Carmelle Terborgh, Nina Curtiss, and Dottie Bergendahl.

Brownell staff members in attendance were Susan Pierce.

#### **Minutes**

The minutes of the June 16th meeting were reviewed. Dottie moved and Sheila seconded the approval of the minutes. Motion passed.

#### **Financial Report**

The Financial report was heard. The trustee CD is at \$2,689 and the trustee fund contains \$1,594. There was no updated budget from the Village for Trustees to review for this meeting.

#### **Announcements**

- Trustees welcomed new Board member – Carmelle Terborgh.

#### **Staff Announcements**

- Susan shared that a candidate has been offered the position of Assistant Director, they are waiting to hear back and hope to start in October.
- Traci Egan, night librarian, will be leaving Brownell . They are currently accepting applications for her position.

- **Reports**

#### **Director and Staff Report:**

- Dottie asked Susan to share more about recent safety concerns.
- Carmelle asked for more details about the Creative Writing group.

#### **Committee Reports**

#### **Foundation Report:**

Will meet next month.

**Friends Report:**

They met on August 17<sup>th</sup> but we have no report information about that meeting. Friends going through changes with volunteers and leadership.

**Old Business**

Digitization project: We will wait to see if Andy has update in September, otherwise further discussion will be renewed at October meeting.

1<sup>st</sup> Wednesday: Discussion about advertising 1<sup>st</sup> Wednesday at Essex Farmer's Market. Nina offered to approach Lori Houghton with request.

Party for Staff: Group discussed options and asked Susan to take options back to staff for feedback.

**New Business**

Assigned Recording Secretary rotations for the upcoming year:

Oct.-Todd; Nov.-Nina; Dec. – Sheila; Jan.-Daisy; Feb.-Nikki; March-Carmelle; April-Dottie; May-Andy; June-Linda

Dottie discussed process for this year's budget that staff would work on budget and then Budget Work Group. Budget Work Group members this year will be: Dottie, Sheila and Linda.

Next month's meeting moved to Tuesday, Sept. 22<sup>nd</sup> due to new school year program on regularly scheduled meeting day.

**Adjournment**

Dottie moved to end meeting, Sheila seconded. Meeting adjourned at 8:25.

Respectfully submitted

Nina Curtiss