

Brownell Library Trustees
Meeting Minutes
December 16, 2014

Brownell Trustees in Attendance: Dottie Bergendahl, Linda Costello, Nina Curtiss, Giselle Glaspie, Christine Packard, Sheila Porter, Nikki Yandow, Daisy Benson, Todd Logan, Christina Yu, Grace Yu

Brownell Staff in Attendance: Alison Pierce, Wendy Hysko

Other Attendees: None

Meeting called to order at 7:02pm by Christine Packard.

November Minutes:

Dottie moved minutes of November 18, 2014 accepted as corrected. Seconded by Sheila. Accepted unanimously.

Financial Report:

Nina advised interest has accrued on the accounts; the exact amount will be reported at a later date. Revenue/Expenditure Report provided by the Village Office is the same as last meeting. Wendy reports Buildings and Grounds is taking a hard hit again - more bills received from the drainage issues (Pat Scheidel has acknowledged this) and a significant number of emergency lights were found to be out and could become costly if it's not a bulb issue.

Budget Working Group:

Final Budget Proposal for FYE 2016 presented by Dottie. Budget reflects a 3.6% increase over FYE 2015, a significant portion of which is caused by the first eight line items. Dottie advised to perhaps host an informal Q&A session between Town meeting and Village meeting for residents to ask questions.

Staff Announcements:

New computer tables have arrived and some rearranging is going on. Cleaning company quit after being asked to dust, which is part of the job they're supposed to be doing. They now have a new group cleaning at the same rate on a trial basis to be reassessed in six months.

Library Director and Staff Reports: Circulation is down, but door count is up. Wendy is not able to order as much of the new stuff, so that helps explain the circulation. The new quiet area is being utilized more, as are the computers. Activity at the computers has been more harmonious since being moved upstairs.

Training by Howard Center Staff was helpful and offered a new perspective and some new tools for coping with any issues which may arise. Was reassuring to staff to know the techniques

they're using is effective and when it's not their fault. Staff also discussed setting distinct boundaries amongst all staff members and continue to openly communicate about interactions staff has with these individuals.

Foundation Report:

Steady return on the annual mailing and all of the checks for First Wednesdays have come in and the bill to the Humanities Council has been paid. The Foundation is down to five members and they're still looking for up to four members. Christina has built the new Foundation website - still a work in progress.

Friends Report:

Dottie attended their annual meeting last night. They were thanked for their involvement with First Wednesdays. They are very pleased with their many accomplishments, including the perpetual book sale. Dottie inquired about how they would like to handle the Memorial Day book sale. They are unsure at this time if they will be open over the summer. They are going to try to have a titular president and rotating meeting duties among members.

Old Business:

Train Hop was a huge success - Price Chopper donated \$20 toward juice and Hannaford donated 1,000 cookies. The refreshments were a huge hit.

New Business:

13-Month Circulation Report presented by Alison. Will provide it again at the next meeting. Request was made to compare with the results from the previous year at the end of the fiscal year.

Motion to adjourn made by Sheila, seconded by Dottie. Meeting adjourned at 8:15pm.

Minutes submitted by: Nicole Yandow

Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.