

Brownell Library Board of Trustees  
6 Lincoln Street  
Essex Junction, VT 05452  
Tuesday, January 19, 2016  
7:00 PM

*Recording Secretary for this meeting: Daisy Benson*

In attendance: Christine Packard (chair), Daisy Benson, Dottie Bergendahl, Linda Costello, Nina Curtiss, Wendy Hysko (Library Director), Any Kolovos, Alison Pierce (Staff), Sheila Porter, Carmelle Terborgh, Sydney Turer

Meeting Called to Order: Meeting called to Order – 7:10

Welcome to our new Teen Trustee (Sydney Turer)

**1. Agenda Changes/Deletions**

None

**2. Minutes of Tuesday, December 21, 2015**

Dottie had a question of clarification regarding the use of “their” in the context of “Their list of materials to rescue.” Change to “The Library’s list of materials...”

Moved to accept: Dottie

Seconded: Sheila

Action: Minutes as amended approved unanimously

**3. Financial Report**

Wendy reports that due to staff absences there is no report at this time. She also reports that there was a close call with the HVAC but that was resolved and no other unexpected expenditures.

\$1,659 The Trustee Fund

\$2695.00 in the CD

Financial report acknowledged.

**4. Announcements**

Alison reminds us that we should have all received invitations to the volunteer party on Feb 2. Also wondered if the Trustees needed to know in advance which staff member was to attend. General feeling was that Trustees do not need to know.

**5. Reports – Library Director and Staff Report – enclosed**

Nice to see that attendance at First Wednesday are up this year.

Alison notes that the door count wasn’t working properly the last week in December so those figures were extrapolated based on surrounding activity.

Dottie notes that circulation numbers are down.

Daisy noted that numbers for downloadable e-books and audio are up and may have an impact on future collection and space planning.

Nina asked about feasibility of getting more longitudinal data included in the reports and Alison said that that could be done.

6. Committee Reports

None

7. Foundation Report

Dottie reports that work continues with the Foundation and Friends to merge (Friends merging with Foundation) and the by-laws for the new organization will be revised. There will likely be a new name for the new entity. Friends will have to approve and the projected first meeting of the merged group is in March. They are working with a consultant to ensure that the 501c3 status is maintained.

8. Friends Report

See above.

9. Old Business

**a. Essex Reporter digitization update**

The group briefly discussed the current status of this project.

**b. Foundation and Friends merger update**

See above.

**c. Review of Board responsibilities – partnership updates**

Dottie spoke with the Rotary and Penny is the literacy rep. They are interested in helping provide literacy services for English Language Learners.

Carmelle reported that the Lions Club might be open to having someone from the Library come from the Library to one of their meetings to share information about the work that the Library does. Also the Lions support youth projects and there might be an opportunity for collaboration there. But there is a working group that is starting to look at these issues.

Christine made contact with Global Foundries and discovered that they are currently developing their community outreach programs and have nothing in place yet. She will continue to monitor the situation.

Wendy reported that the Fairgrounds provides passes for kids in summer reading and that Champ will be coming to walk with the library in the Memorial Day Parade. June 25th will be Brownell Night at the Lake Monsters baseball game and the library will sell tickets as a fund raiser.

**d. Space Planning project**

Wendy reports that staff met with a space planner and some preliminary ideas are being drawn up. Once a plan is determined the project will be put out to bid.

## **10. New Business**

### **a. Officer's election**

Moved by Dottie: Christine as Chair, Andy Vice-Chair, Nina as Treasurer, Sheila as Secretary

Dottie moved

Seconded by Linda

Action: Approved unanimously

### **b. New Trustees**

Notice to group: Nina and Carmelle's terms are coming to an end. Anyone wishing to stand for election should get a petition from the Town Clerk's Office.

### **c. Expectations of Library Behavior revision**

Linda suggested changing language of "Be safe. Shirt and shoes required."

Others suggested perhaps move "Be safe" elsewhere, such as the introduction, and suggested that "appropriate" be more precisely defined. Additional suggestions were for parallelism between #6 and #10.

## **11. Adjournment**

Sheila moved to adjourn

Andy seconded

Approved. Adjourned at 8:50.