

**Brownell Library Trustees Meeting Minutes**  
**Tuesday, March 17, 2015**

**Trustees In Attendance:** Christina Yu, Christine Packard, Sheila Porter, Dottie Bergendahl, Todd Logan, Andy Kolovos, Nina Curtiss, Nicole Yandow, Daisy Benson, & Giselle Glaspie

**Brownell Staff In Attendance:** Wendy Hysko & Susan Pierce

**Absent:** Linda Costello, Grace Yu

**Meeting called to order:** At 7:06 by Christine Packard

**Edits to the current meeting agenda:** Christine P. moved to add news about the Library Director search into "New Business".

**Minutes from 2/17/15:** Dottie B. asked that we add verbage to a sentence about the Budget Group – to read "Budget group has not met since the last Trustee meeting."

Minutes were accepted as corrected.

**Financial Report:**

Nina Curtiss reported that our CD stands at \$2,684 and that the Trustee Fund stands at \$1,135.

We discussed the Expenditure and Revenue Report, and concluded that we are in fairly good shape at this time of the year. A larger section of the report is the expenses that have gone into the maintenance and upkeep of our elderly, yet beloved building.

Financial report was acknowledged.

**General Announcements:**

Andy Kolovos might not be able to attend the April Trustee Meeting and so Nina C. has volunteered to take the minutes in his place.

Wendy H. was happy to report that we have received funding from the Friends of the Brownell to build and install a projection screen in the large library room for the purposes of presentations such as our First Wednesday evenings, which often play to a full house, so proper projection is very important.

Wendy H. met with Avonda, the company that will be doing a series of important repairs to upgrade and improve our heating and cooling system. Repairs will be in the neighborhood of \$1,000 but the proactive repairs done now will save us much more money if we were to wait to deal with the issues at hand.

Wendy attended a Vermont Department of Library meeting in which inter-library sharing was discussed. The State is pursuing the acquisition of software that would

allow any libraries wanting to be part of the current inter-library sharing network to do so.

Christina Yu shared with us that, as she will be attending Ohio State beginning this June, she will be resigning from her Trustee position in May, and that our May meeting will be her last. Christina will be attending Ohio State for a 5-year PhD program for Biomedical Informatics. Her term was to end in April 2017. We will be sorry to lose her as a Trustee but are very proud of her and wish her all the best!

Andy K. suggested as a possible replacement Trustee, Joe Knox, who had previously shown interest in joining the Trustees.

Dottie B. wanted to float the idea past us of possibly looking into obtaining a "Plinko" game board. This could be used as a PR tool for the Brownell at functions within the library or outside, as at the Village Block Party, for example. It would be a nice draw for kids to take a chance at winning small prizes. She suggested we look to [www.prizedrop.com](http://www.prizedrop.com) to see what she had in mind.

Christine P. and Wendy H. were looking at the Trustee packets recently and realized that they are pretty well outdated. They will be updating the material and posting the Trustee packets online for future use.

### **Library Director & Staff Announcements:**

Wendy H. is pleased to report that after a flurry of 5 No-Trespass orders that have been issued within the last couple months, the 3 o'clock hour at the Brownell is once again a settled and pleasant time. The security cameras have been instrumental in ferreting out delinquent activities and bringing to light truths in patrons who might not otherwise admit to any wrongdoing.

Wendy H. and Dottie B. met with Ali White of the Vermont Humanities Council to discuss feedback on this past First Wednesday season and to look ahead to the planning of the next season of events.

The Dine and Discuss program has suffered of late with a falling attendance. Feedback shows that people have been less interested in the recent book selections. Ed Cashman is working to fix this problem by re-examining the list of upcoming books that would attract a wider audience.

### **Committee Reports:**

#### **Foundation Report :**

Dottie reported that the Foundation met on March 16<sup>th</sup>. Among other things they are looking at changing term limits. 3 of the 5 Foundation members have terms that will expire within the next 2 years. They discussed the need to begin actively recruiting for new members to be on-boarded prior to the existing members moving on. Talk of possibly combining the Foundation with the Friends of Brownell as the numbers of both these groups continue to wane.

**Friends of the Brownell Report:**

The friends have generously offered to fund the building and installation of a new projection screen in the main library building (above the fireplace?).

The Friends have agreed to hand over the downstairs book sale to the Trustees for the month of May. They have been talking about ways to better advertise their ongoing year-round book sale in the basement.

**Old Business Report:**

As discussed the Trustees will take responsibility of the ongoing downstairs book sale in May, normally run by the Friends.

As Trustees we have posted that we will be in the Library to discuss the upcoming budget numbers with anyone who would like to ask questions or know more about what constitutes our yearly budget.

Times for open meeting are Wednesday March 18<sup>th</sup> from 7:30 – 9:00pm, and Saturday March 28<sup>th</sup> from 1:30 to 3:00 pm.

Essex Reporter Digitization: Andy K. has not been able to connect with Jeff Marshall at UVM to discuss what would be involved to digitize the Essex Reporter from our current collection that goes back to the 40s. We have had many discussions at prior meetings as to the hurdles posed in the process of digitizing the paper, including the legality of digitizing such materials as comics, retail advertisements and syndicated columns. The deeper we look the more layers there are to deal with. This is proving to be a much more complicated endeavor than we had originally thought, so we are hoping to be able to learn more about the process from Jeff Marshall.

Village Meeting is on April 1<sup>st</sup> at 7:00pm at the Essex High School. All Trustees are to be in attendance. Based on our observations from attending the Town Meeting earlier this month we don't have a sense that there will be a lot of heat aimed at tearing down the Brownell's budget numbers. That said, Christine has urged us to stand and defend the Brownell should it come under fire.

**New Business Report:**

Christine P let us know that on Saturday May 2<sup>nd</sup> we will have the opportunity to meet with the prospective candidates for the Library Director position. There are currently 5 candidates for the position. Christine Packard, Pat Scheidel and one other Vermont State Library Director will be the key interviewers.

Trustees strongly suggested that there might also be a Brownell full-time staff member in on the process. At the very least, the Trustees voiced their collective opinion that the entire full-time staff should have a significant opportunity to meet with the prospective candidates.

Andy K and Daisy B will be forming a workgroup to create a series of Trustee considerations in the hiring of the new Director. They will share their findings with the Trustees in the April meeting.

Dottie B made a suggestion pertaining to our current agenda: that going forward we don't list the Brownell Friends and Brownell Foundation reporting under the heading of "Committees"

**Motion to adjourn the meeting:**

8:50 pm. All were in favor.

Minutes submitted by: Todd Logan