

## **Brownell Library Trustee**

### **Meeting Minutes**

**November 17th, 2015**

At 7:06 PM Christine Packard called the meeting to order.

Trustees in attendance were Todd Logan, Christine Packard, Sheila Porter, Linda Costello, Carmelle Terborgh, Nina Curtiss, and Dottie Bergendahl & Erin Egan

Brownell staff members in attendance were Wendy Hysko and Mary Graf.

Absent: Andy Kolovos, Nikki Yandow, Daisy Benson & Marc St. Pierre

#### **Minutes**

The minutes of the October 20th meeting were reviewed. Dottie moved and Sheila seconded the approval of the minutes. Motion passed.

#### **Financial Report**

The Financial report was reviewed. Based on 1/3 of year to date, Trustees felt it was on track and acknowledged the report. The trustee CD is at \$2,689 and the trustee Fund contains \$1,789.

Budget Group met to build next year's budget and discovered there is wiggle room due to a staff salaries decrease. The new budget has a 2.8 % increase with monies allotted for increased part-time staff, buildings/ground, collections, and new telephone system. Wendy will review the new proposed budget with Pat.

December 8<sup>th</sup> is the Village Trustee meeting to hear the budget. Library Trustees are encouraged to attend.

#### **Announcements**

- Viki is back from wedding and married.
- Todd Logan will be departing as permanent board member. This will be his last meeting.
- John Hockenberry's event was well attended but parking was an issue.

#### **Reports**

**Director and Staff Report:**

Sheila complimented Mary and Erna for trying to figure out why pre-school story time numbers had declined and proactively reached out to area child care programs to come and attend. Also praised how staff had handled a recent challenging situation with a patron.

**Committee Reports: none**

**Foundation Report:**

Foundation authorized a payment for a study for space planning in the library and a payment for the First Wednesday program.

Talks continue between Friends and Foundation about a merger. Foundation voted and approved the merger.

Mailing went out.

**Friends Report:**

Friends also voted in favor of merging with the Foundation. Also will support purchase of a train set for Train Hop.

**Old Business**

**Essex Reporter digitization update** – Wendy checked in with staff about other uses for the money. 1 suggestion was a new display case. Staff will wait to get the recommendations of the space planning consultant to determine some other uses for the funds. We will revisit next month.

**Farmer's Market** – Christine mentioned attendance at the winter Farmer's Market only if trustees feel like there is a reason for us to be there. Perhaps to sell Library mugs or to be available to answer any questions about the Library or Library budget after the holidays.

**Vermont Library Trustees Conference debrief** – Dottie, Linda and Christine went this year and unanimously agreed that it was wonderful. Linda and Christine shared some information on intellectual freedom workshop as it relates to book as well as use of space. Dottie attended a conference on Friends groups around the state and learned that other libraries have similar issues. Linda and Dottie also went to a Maker Space workshop. Christine also attended a Partnership workshop about how to partner with funders and other local individuals and agencies. Christine suggested that the Trustees can work on creating partnerships in the communities. Wendy discussed Pat Scheidel's vision that the library could be a location for civic engagement.

**New Business**

**Review of Board responsibilities** –Partnerships and self-evaluation.

**Train Hop** – Wendy talked about responsibilities of the Trustees. Trustees need to provide snacks and juice and be present to help at event. Erin, Dottie, Linda and Christine will try to be at event. Everyone should bring a container of 100% juice.

**Telescope Policy** – Telescope cataloged and Trustees reviewed policy. Dottie moved to accept the policy and Sheila seconded. All approved.

**Adjournment**

Sheila moved to end meeting, Carmelle seconded. Meeting adjourned at 8:35.

Respectfully submitted

Nina Curtiss