

Brownell Library Trustees Meeting Minutes November 18, 2014

Brownell Trustees in attendance: Dottie Bergendahl, Linda Costello, Nina Curtiss, Giselle Glaspie, Andy Kolovos, Christine Packard, Sheila Porter, Nikki Yandow, Christina Yu, Grace Yu

Brownell Staff in Attendance: Mary Graf, Wendy Hysko

Meeting called to order by: Christine Packard at 7:03pm

Agenda Changes/Deletions

Dottie asked to include a discussion of First Wednesday under "Old Business."

Minutes of Tuesday, October 21, 2014

Christine asked that from this point forward submitted minutes be typed.

Wendy asked that in the section of the minutes under "Staff Announcements" the rationale for replacing the first floor carpeting be changed from "flooding" to wear and potential liability.

Dottie moved to accept the minutes as corrected. Nikki seconded. Carried unanimously.

Financial Report

Nina presented the financial report. There has been no change in our accounts.

CD: \$2,677

Trustee Fund: \$1,385.

Christine asked about the library budget. Wendy said that the drainage project has had an impact the Building and Grounds budget. Village Manager recognizes the overage and he will address it to the public.

Trustees expressed that the drainage issue is not solely a library problem.

Overall the budget is on target.

Budget Working Group

Budget Working Group presented a draft budget for FY16. The Budget Working Group will have a meeting with Pat Scheidel to discuss the draft budget prior to presenting it to the Village Trustees.

New line item of "Capital Outlay" identified as funds to purchase a new voice mail system for the library that would increase internal productivity and facilitate public

interaction. Additionally, Staff clarified for trustees that the draft FY16 budget includes funding for both a Director and an Assistant Director.

Christine highlighted the request by Pat Scheidel to meet with Trustees to discuss our feelings about the director position. She encouraged Trustees to enjoy the time to chat with Pat.

Budget Working Group will present the proposed FY16 budget to the Village Trustees on Tuesday, December 9.

Dottie introduced the idea of holding a public meeting to discuss the budget during the period between the Town and Village meetings. Christine and Mary noted that we would need permission from the Village to hold such a meeting. Dottie will bring up the idea to Pat Scheidel when she has her meeting with him.

Gisele asked a question about one of the draft budget line items. Wendy noted the discrepancy that Giselle identified is an error and stated that it will be corrected.

Announcements

General announcements

Christina is working with the Brownell Foundation to build a Website. General discussion of the Website ensued.

Staff announcements

Mary announced that the Brownell has received \$750 from Heart and Soul to purchase Playaway audio book players that will be made available for check out by library patrons. Mary will focus first on young adult/youth titles. It is her hope to secure enough funding to build a collection of at least 60 units. Mary will be presenting on the award to Heart and Soul on December 5.

Wendy announced that the carpet replacement was included in the capital budget for FY16.

Library Director and Staff Report

Christine asked the Trustees for questions regarding the Director and Staff report. Nikki asked Wendy about staffing levels. Wendy said that the staff is spread fairly thin. Mary noted that morale is high but the impact being down one FTE has been difficult for staff and has required them to juggle responsibilities.

Dottie noted that the report indicates circulation numbers have been down and that there also seems to be an anomaly in regard to "holds" that showed them at a very high number. Wendy noted this was a glitch in the data that has since been corrected. Wendy expressed that the

drop in circulation numbers is the result of fewer new materials being added to the collection as a result of staffing shortfalls.

Linda asked about the Dine and Discuss event on the book *Wonder*.

Discussion ensued regarding next year's Vermont Reads book, Salman Rushdie's *Haroun and the Sea of Stories* and potential community programming in relation to it.

Committee Reports

Foundation Report

Dottie presented the Foundation Report. Annual mailing has gone out and 25 responses have been received. Dottie stated that the Foundation is looking for new members and that perhaps an announcement can be made in the Essex Reporter under the "Library Announcements" heading. They are planning to update brochure, review by-laws and work with Christina on a website. Would like to get some framed notices in the computer room identifying the Foundation as having provided the equipment.

Friends Report

No members of the Brownell Friends were present. Mary attended the Friends' meeting and provided a report of it for the Trustees. Mary said that Lara wants to step down as President and that they are now looking someone to replace her. They also discussed changing the responsibilities among the officers.

Nina asked if combining the Friends and the Foundation has ever been discussed. Christine and Dottie stated that this has been brought up in the past, but that since the two organizations differ in mission it has not be pursued. Dottie then provided some additional background on the history of the Friends. Mary elaborated on the role the Friends currently serve in relation to supporting the library.

Old Business

Open Meeting Law

Christine reminded the Trustees that we are governed by Vermont's Open Meeting Law and went over the stipulations of the law in relation to our activities.

Vermont Reads

Dottie indicated that the tickets were distributed very quickly for the Salman Rushdie event. She provided information about a number of ways in which those who want to attend can view the event. There will be a standby line at Ira Allen Chapel, it will be viewable in Waterman via a live feed, and it will be streamed online as well. Christine asked if information could be added to the Brownell Library Website

New Business

Train hop

Train Hop is December 12 at 6:00pm-9:00pm. Discussion ensued of the Trustees role in making refreshments available at the library during Train Hop. Dottie requested that she be given something describing the event that she could provide to Hannaford and Price Chopper when requesting donations. Nina and Nikki volunteered to make cookies. Andy offered to see if his wife will make cookies. Dottie volunteered to acquire cookie donations. Shelia, Christine and Linda volunteered to bring drinks. Christine asked Trustees to be in contact with her about volunteering to staff the event.

Recording secretary assignments

The following Trustees have been assigned the responsibilities of recording the meeting minutes: December 2014—Nikki, January 2015--Dottie, February 2015--Nina, March 2015—Todd, April 2015—Andy, May 2015—Christina, June 2015—Daisy, August 2015—Shelia, September 2015—Linda .

Ice cream

There was no ice cream.

Adjournment

Nikki moved to adjourn. Dottie seconded. Carried unanimously.

Meeting adjourned at 8:46pm.

Minutes submitted by: Andy Kolovos

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.