

Brownell Library Trustees Meeting Minutes

April 21, 2015

Recording Secretary: Daisy Benson

Meeting called to order at: 7:05 by Christine Packard

Brownell Trustees and Staff in attendance

Trustees

- Christine Packard, Chair
- Daisy Benson
- Dorothy Bergendahl
- Linda Costello
- Nina Curtiss
- Todd Logan
- Sheila Porter
- Nikki Yandow
- Grace Yu, Ex-officio, teen member
- Giselle Glaspie, Ex-officio, teen member

Staff

- Wendy Hysko, Interim Director
- Alison Pierce

1. Visit from Town Manager Pat Scheidel

Position for the new Director of Brownell Library was advertised nationally. Three people will be coming for interviews in May. Candidates will meet first with the search committee (Pat Scheidel, Christine Packard and Lucinda Walker from the Norwich Public Library), have a tour of the Library with staff, and then meet with the Trustees. If more than five Trustees want to attend the group interview then we will have to warn the interview as a meeting. If we want to this as a public meeting we will need to warn the candidates.

We'll get copies of resumes and full schedule prior to the interviews.

The Village Manager would like to collaborate with us on questions so there is not too much overlap. All candidates need to be treated the same and we need to ask each of them the same questions.

Once a decision is made for whom to offer the job, a background check will be conducted prior to making the offer.

The Village Manager is available to answer questions about this process at any point.

Daisy Benson, Dorothy Bergendahl, Linda Costello, and Nina Curtiss we will participate in the group interview, and there is room for one more Trustee to take part.

2. Minutes of Tuesday, March 17, 2015

There was a change to the order of business for Minutes. This was tabled until after a discussion of the Financial Report so that Pat. Scheidel could be here for this part of the discussion.

This action was moved by Nikki Yandow; Seconded by Dorothy Bergendahl; and approved unanimously.

Discussion of Minutes

Corrections: Trustees doing book sale (IN MAY) old business. Next page correct typo “share findings WITH the trustees”

Call to approve the Minutes of March 15, 2015. This action was moved by Dorothy Bergendahl; Seconded by Linda Costello; and approved unanimously.

2. Financial Report & Budget Work Group

Nina Curtiss, Brownell Trustees Treasurer reported she was unable to get the current numbers for Trustees financial report from the Brownell Foundation Treasurer and we'll use last months numbers for now.

Dorothy Bergendahl had a question about the budget numbers in the Annual report. Would have been nice to see that we had a surplus earlier on so that we can spend some of it. Timing is dependent upon the auditor's report. Pat Scheidel noted that in his experience that it is often judicious to save on money rather than spend everything you have.

There was a short discussion on the challenges of having a historic building and some issues with deferred maintenance. It was suggested that a building inspection be done so that we can develop a plan to prioritize building maintenance projects.

3. Announcements

Last week was the One Year Anniversary for Essex Eats out. Mary K. and the teens were there.

4. Staff Announcements

Wendy Hysko reported that the cost of First Wednesday's is going up. The Foundation will help with that.

One of the staff members will be out on medical leave for the next month.

It was moved that we allocate \$50.00 to 70.00 for a card and flowers to be paid from the Trustees Budget. This action was moved by Dorothy Bergendahl; Seconded by Nikki Yandow; and approved unanimously.

5. Reports

Library Director and Staff Report

A detailed report was submitted prior to the meeting and time was available to discuss any items in that report. Questions about item re the piano. Can one person really assess if the piano is not fit to be repaired. Turned out to be a lot of hidden costs for the piano. Piano is being removed.

6. Committee Reports

Friends -- met last night. Christine Baker is going to join the group. Wendy Hysko has asked if they could help find a camera to assist with security down in the book sale space. **Foundation Report** – No report

7. Old Business

Memorial Day book sale

The book sale belongs to the Trustees for the entire month of May. Dorothy Bergendahl will ensure that there is money fronted for making change for the sale at the start of the month.

Essex Reporter Digitization

Small group (Christine Packard, Dorothy Bergendahl, Andy Kolovos and Wendy Hysko) met with Jeff Marshall from UVM and the cost of this project would be very high. The Foundation will work on seeing where to move next with the funds that were allocated for this potential project.

Village Meeting Debrief- nothing to talk about

New Trustee Discussion – Village Trustees will post the position after notice has been given. They will choose the new Trustee to finish out the term.

8. New Business

Due to the revised Open Meeting law there were some changes that needed to be made in our Trustees By-Laws. Sections 4, 5 and 7 were reworked to be in alignment and for clarity and then a vote was taken.

Moved by Dorothy Bergendahl; seconded by Sheila Porter; approved unanimously

See attached edited version of By-Laws

Technology use Policy

Wendy Hysko presented some suggested changes to the Brownell Library Technology Use Policy. Discussion followed.

Question - What is the DOS Stuff? Wendy Hysko explained that if people play with the DOS mode of the computer they can mess up the backend.

Some simple changes were suggested to: a) change “fair use” to equitable and to b) change the title of the policy to “Brownell Library Policy: Public Use of Technology.”

Daisy Benson pointed out that the language describing working with police should be changed to comply with state law regarding patron privacy. After discussion the trustees asked Wendy Hysko to contact Trina Magi, an expert on privacy issues from UVM, for a consult on this issue.

A motion was made to table this issue until next meeting by Nikki Yandow; seconded by Dorothy Bergendahl, approved by all.

Teen Trustee selection

Our two teens are graduating. The youth librarians have suggested two possible teens and trustees agreed to have them be invited to join us.

Moved by Dorothy Bergendahl ; seconded by Nina Curtiss; and Approved unanimously.

Executive Session

At 9:15 Dorothy Bergendahl moved that we enter Executive Session to discuss further issues related to the interview process for the new director; seconded by Nikki Yandow; and approved by all.

At 9:28 it was moved that we exit Executive Session. Moved by Dorothy Bergendahl; seconded Nina Curtiss; all approved.

9. Adjournment

Moved by Nikki Yandow; seconded Nina Curtiss; all approved.

Meeting adjourned at 9:30pm.

Minutes submitted by: Daisy Benson

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.