

## Brownell Library Trustees Meeting Minutes March 15, 2016

Brownell Trustees in attendance: Christine Packard, Sheila Porter, Linda Costello, Dottie Bergendahl, Nikki Yandow, Andy Kolovos, Penny Egan, Erin Egan, Sydney Turer, Daisy Benson, Nina Curtiss.

Brownell Staff in Attendance: Mary Graf, Wendy Hysko

Other Attendees:

---

Meeting called to order at/by: 7:00pm

### **1. Agenda Changes/Deletions**

No changes or deletions.

### **2. Minutes of Tuesday, February 16, 2016**

Sheila moved to approve the minutes. Linda Seconded. Minutes accepted as written.

### **3. Financial Report**

Trustee fund \$1,659

Trustee CD \$2,695

Dottie noted a projected budget surplus this year. Director Hysko stated that the surplus is the result of changes in fulltime salary/benefits. Director Hysko anticipates that this surplus will be directed to additional building repairs resulting from February flooding.

Dottie moved to acknowledge financial report. Sheila seconded. Passed unanimously.

### **4. Announcements**

Director Hysko presented on Brownell programming related to the Latino Americans program of the Vermont Humanities Council.

Trustees discussed other ideas for historical programs that Brownell could host.

Andy described the nature and scope of the presentation he will be giving on the El viaje mas caro/Most Costly Journey project as a part of the program.

Director Hysko mentioned the last First Wednesday Held at the Library for the year to be hosted at Brownell. Topic is Buddhism and West on April 13, 2016. The final First Wednesday program of the season – Bob Dylan and the Charge of Misogyny, presented by Christopher Ricks, will be held at St. Michaels on May 4.

## **5. Reports**

### **Library Director and Staff Report (enc)**

Trustees and staff discussed the procedure staff use for putting together the monthly Director and Staff Report.

Nina asked about the fire alarm event at the library and library safety drill procedures. Director Hysko described how staff and patrons interact during these events.

Nina asked about ongoing issues resulting from February's flooding problems. Director Hysko and Mary shared their experiences of the clean up process.

Nikki commented on the success of the Green Mountain Messenger Inter Library Loan program. Director Hysko described the development of the program.

## **6. Committee Reports**

There are no committees.

## **7. Foundation Report**

The Brownell Foundation and the Organization Formerly Known as the Friends of Brownell Library will be holding a joint meeting in the next week. Dottie articulated the need for new board members to join the board of the merged organizations as well as describing aspects of the merger process. Dottie described some of the projects being undertaken by both organizations in the coming months.

Dottie announced that the Brownell Foundation will receive \$1.00 for every reusable shopping bag sold at the Essex Center Hanneford over the month of April.

The Foundation received several donations as memorial gifts and is developing a policy for acknowledging such gifts.

## **8. Friends Report**

No report from the Friends.

## **9. Old Business**

### *Essex Reporter digitization update*

Dottie met with Former Director Penny Pillsbury to discuss the status of the project. Former Director Pillsbury approved of the course of action proposed by the Staff and Trustees. Trustees proposed an annual check in with the Vermont Department of Libraries to determine the status of the proposal.

### *Space and carpet planning project*

Staff has continued to meet with space planner. Director Hysko shared carpet samples, color palates, furniture and signage. Mary and Director Hysko described how the color palate would apply to the children's section as well as proposals for reorganizing the section.

Director Hysko outlined the planning process and potential workflow for executing changes to the building. She estimates the library will be closed during the renovation period and anticipates work taking place between late May and early June.

## **10. New Business**

### *Village meeting attendance*

Village Meeting is 7pm on April 6, 2016. All Trustees are requested to attend.

### *Firearms policy*

Director Hysko undertook research on the topic and determined that, according to Vermont State Statute, Brownell would not be able to limit possession of firearms on the property.

Trustees and staff discussed training options for staff regarding firearm awareness and safety, and current library safety procedures.

## **11. Adjournment**

Sheila moved to adjourn. Daisy seconded. Approved unanimously