

Brownell Library Trustee Meeting Minutes
July 15, 2014

In Attendance: Christina Yu, Linda Costello, Sheila Porter, Dottie Bergendahl, Todd Logan, Andy Kolovos, Nina Curtiss, Nikki Yandow, Daisy Benson, Giselle Glaspie & Wendy Hysko

Absent: Christine Packard, Grace Yu

Meeting called to order: At 7:01 by Vice Chair Andy Kolovos

Minutes from 6/17/14: Minutes were reviewed, corrected and accepted

Financial Report:

Nina Curtiss reported that she hasn't heard back from Ed Malina on the balances of the Trustee Fund or the Trustee CD.

Dottie Bergendahl reported that the end of year financial numbers were looking good to have come in on budget for the previous year.

Financial report was acknowledged.

Staff Announcements:

Dottie Bergendahl reported that although the schedule for the upcoming year of First Wednesday presenters and subjects were nearly finalized, The Humanities Council has asked that we not go forward with the information as they plan on making an official announcement at the end of this month.

We all agreed that Penny had enjoyed a warm and wonderful retirement party/celebration on her last day 6/30/14.

Wendy Hysko reported that she had finished undergoing a full system update on all of the Brownell computers. This will greatly improve the computer's functionality across the board.

The Brownell staff has been extremely positive and upbeat in the post-Penny Pillsbury era, which has been helping to make the transition as acting director and Brownell technical director as smooth as possible.

There is a new Staff leave policy which now allows the permanent part-time staffers paid vacation, personal and sick-time leave. This new policy is great news for the permanent part-time employees but is creating tricky staffing scheduling as the budget had not been planned to include pay for hiring subs to cover permanent part-timers their paid leave. There must always be at least 3 employees in the Brownell to allow it to remain open to the public. Wendy will have to work to carefully juggle staffers' time off to avoid the need to hire substitutes.

Andrew Baker has given his leave to take a full-time position with IBM. We wish him well in his new job. He will be missed.

Wendy is excited to report that the Brownell has obtained funding to have several computer stations built and installed in the current magazine rack area. The magazines will be moving downstairs near the movies. This is a welcome shuffling of spaces as it will allow all of the computer stations to be upstairs near the main desk. This will create more efficiency when users require technical help from the staff.

Wendy shared with us many of the day-to-day happenings that have been going on in the first weeks without Penny as director. Action steps are in place for the coming year at the Brownell. While the programming budget is admittedly small, it is a bit larger than we've had in years past so we hope to be able to host more programming.

Daisy Benson wondered aloud if there were any plans to conduct a policy audit for the Brownell to see what policies are currently in place and what policies might need to be created and addressed. Andy Kolovos has expressed great enthusiasm for conducting a policy audit. For example possible policies might need to be created for social media "friending" between staffers and patrons and what a policy for security camera would be once we have those in place in the future.

Foundation Report :

Dottie reported that the Foundation has voted to fund the creation of a 6-computer station to replace the 4-computer station across from the Children's Library desk. The Foundation also voted to help fund the creation of the new adult computer stations that will be installed in the magazine area.

Budget Committee Report:

Dottie reports that she was still looking for trustees to join her on the budget committee. Linda Costello and Sheila Porter volunteered.

Dottie is to meet with Pat Scheidel to see if he can help her begin to plan next year's budget. She means to convey to Pat that we have a committee and are looking for the village's guidance as to how we should proceed. One of the larger issues will be what the future holds for the process of searching for a new permanent Library director as well as whether or not we will be merging the director's position in with the technical director or whether we will continue to have a separate technical director.

Old Business Report: the new Open Meeting Law

Within the calendar year (sooner than later), there will be more of a strict policy on the presentation of meeting minutes and on the time allotted for the publication of meeting minutes. Minutes will be required to be posted within 5 days of the

meeting. Wendy Hysko passed out a proposed formatted structure to use when recording meeting minutes. One of the most specific needs to report on are agenda item, voting outcomes, and specifically who moves each motion, who seconds those movements.

New Business Report:

Dottie has announced that the Brownell will have a presence at the upcoming Block Party on Saturday the 19th. The plan is that we will be giving away childrens and young adult books, as well as looking to see if anyone might be interested in signing up to be on a mailing list for the library. Set up of our space is at 4:30. The village has requested that anyone who has a presence at the Block Party, remain at the party until 10pm, however, we will very likely not remain there that late into the evening.

Motion to adjourn the meeting:

8:50 pm. All were in favor.

Submitted by: Todd Logan