

Brownell Library Board of Trustees  
6 Lincoln Street  
Essex Junction, Vermont 05452  
Tuesday June 16, 2015  
7:00pm

Brownell Library 6 Lincoln St, Essex Junction, Vt. Recording Secretary for this meeting: Andy Kolovos

Present: Dottie Bergendahl, Nina Curtiss, Erna Deutsch, Erin Egan, Wendy Hysko, Andy Kolovos, Todd Logan, Christine Packard, Sheila Porter, Linda Costello

Meeting called to order at 7:09pm

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

Dottie requested a discussion of the Budget Working Group be added to the agenda.

Christine introduced and welcomed Erin Egan, the Brownell's new Teen Trustee. She will officially be appointed in September. The trustees present each introduced themselves to Erin.

Trustees held a discussion of teen trustee, Grace Yu, and her recent speech at graduation.

### **2. Minutes of Tuesday, May 19, 2015**

Dottie moved to accept the minutes, Sheila seconded. Motion carried by majority. Since she was not present at the previous meeting, Christine abstained from the vote.

### **3. Financial Report**

CD: \$2684

Trustee's Fund: \$1594

The Memorial Day Book sale brought in \$530.29. This amount is reflected in the balance of the Trustee's Fund.

Discussion of the Memorial Day book sale ensued.

Dottie reviewed the financial report. She expressed that in her opinion that budget might come in as much as \$15,000 under budget. Wendy noted this in part

represents a Village-wide savings due to unspent health insurance monies. Also represented are funds allocated to the adult collection. Wendy noted these funds are in the process of being spent.

Discussion ensued regarding the intricacies of Village budgeting.

Dottie noted other areas of the budget.

Wendy provided an overview of how the library addresses postage.

*Budget working group:*

Dottie asked Wendy if the staff would like to have a Budget Working Group to assist in the creation of this year's budget. Wendy responded that the staff has not yet had a formal discussion about this issue. Wendy offered that the staff could begin the work of creating next year's budget and that the Trustees could be involved later in the process. Dottie requested that the Budget Working Group idea be brought up again in the August meeting.

Dottie moved to accept the financial report. Nina Seconded. Motion carried unanimously.

#### **4. Announcements**

Erna called the Trustees attention to the summer schedule. Trustees expressed their delight at the scope of programs and nature of the presentation of them.

Erna thanked the trustees who took part in the hiring process for the new director.

Wendy noted that the job announcement for the Assistant Director position has been officially posted. Wendy provided an overview of the position for the Trustees. Trustees discussed the need for an Assistant Director and expressed their satisfaction that hiring for the position is now underway.

Trustees discussed the prospect of acknowledging the many achievements of the Brownell staff, the hiring of the new Director, and eventually a new Assistant Director by throwing a staff celebration. Trustees discussed this idea with Wendy and Erna. Christine requested that Wendy bring up the idea at the next staff meeting to get feedback from the staff.

## **5. Reports**

### *Director and Staff Report*

Dottie addressed the need to find an offsite venue for the November First Wednesday Talk. Vermont Humanities Council (VHC) requested the Brownell find an offsite location for the event. Discussion ensued regarding potential alternate venues and the subject of the talk.

Dottie asked about the individual responsible for stealing and destroying DVDs. Wendy noted that they had identified an individual, a no-trespass order had been enforced, and that the problem appears to have stopped.

Nina asked about the outcome of the reparative justice board hearing regarding an individual who damaged a chair. Wendy provided her perspective on the proceedings.

Discussion ensued regarding inappropriate behavior by patrons in and around the library.

Nina asked about the Frances Frost Picture Book Fund. Shelia provided background.

## **6. Committee Reports**

There were no committee reports.

## **7. Foundation Report**

Dottie addressed the need of the Foundation to attract more members for its board. Dottie suggested that Trustees might consider joining or that they identify other potential members.

Foundation has funds available to address the following categories of library need: Collections (approx \$4000), Staff Development (approx \$1000) and Technology (approx \$1,000).

First Monday's sponsorship for next year: Friends will continue, Kolvoord, Overton and Wilson will continue, Northfield Savings Bank will continue, Foundation will continue. Unsworth Law is not continuing.

Christine asked about the status of any discussion to combine the Friends and the Foundation. Dottie stated that no progress have been made in this area. Discussion

ensued about the nature of the Foundation and the Friends, and the potential value of combining the organizations.

Dottie noted that the focus of the Friends has changed over the past 20 years, and expressed her opinion that this change—moving from an emphasis on public events to an emphasis on the book sale—has an impact on recruiting new members.

Discussion ensued about the work of the Friends and how they contribute to the Brownell.

## **8. Friends Report**

There was no formal report from the Friends.

## **9. Old Business**

### *Open Meeting Law Review:*

Christine stressed the importance of adhering to State Open Meeting Laws. She noted that we are generally following these rules. Christine read the opening text of the law, and stressed the intention of it to provide public access to public meetings.

Christine highlighted that an area where we need to have clarity is in relation to law governing Executive Session, and she reviewed the parameters of when and how, based on a reading of the law and consultation with Village employees, we are able to go into Executive Session or not.

She encouraged Trustees to familiarize themselves with the Open Meeting Law and noted that the language of the law is available on the Trustee's website. Andy requested that that the URL for the Trustee's Website be re-circulated to the Trustees.

### *Essex Reporter digitization update*

Dottie reviewed the status of the Essex Reporter digitization effort. Andy will contact the microfilming company named by Jeff Marshall to explore costs and methods of microfilming. Andy noted that the Brownell staff needs to decide if microfilming the papers is worth destroying the bound volumes. Andy will discuss the process of microfilming with the potential vendor and provide answers to the Trustees.

Additional discussion regarding microfilming and digitization of the papers ensued.

#### *New Trustee discussion*

New Trustee position has been advertised. Christine offered to speak with any one interested in applying for the position and encouraged Trustees to mention the position to anyone they felt would be a good candidate for service on the Brownell Board.

#### *Technology use Policy*

In response to concerns expressed by Daisy, staff re-examined the Technology Use Policy. Wendy consulted with Trina Magi of UVM regarding the policy, and provided Trustees with an overview of how they decided to approach revising it, particularly in regard to pornographic material.

Sheila moved that the trustees approve the new policy. Todd seconded it. Motion carried unanimously.

### **10. New Business**

#### *Block Party*

Block party is Saturday July 18. Christine asked if the Trustees intend to do anything. Trustees agree that we will not participate in the Block Party this year, but are interested in having a presence at the Farmer's Market to promote the library. Andy offered to sit at the table this Friday in support of the Library and promote summer programs for kids and teens.

#### *Botanical Acknowledgement*

Dottie moved to spend up to \$100 to procure botanical acknowledgement to mark the forthcoming, official assumption of new responsibilities by a Brownell staff member. Todd seconded. Motion carried unanimously.

### **11. Adjournment**

Shelia moved to adjourn. Mrs. Costello seconded. Motion carried unanimously.

This meeting will be held at Brownell Library in the Library's Kolvoord Community Room, 6 Lincoln St. Essex Junction, Vermont. Accommodation will be provided upon request to the Library Director to assure that library meetings are accessible to all individuals regardless of disability.  
Certification: \_\_\_\_\_