

## 9/16/14 Brownell Library Trustee Meeting Minutes

Trustees Present: Christine Packard, Sheila Porter, Todd Logan, Dottie Bergendahl, Linda Costello, Andy Kolovos, Nikki Yandow, Christina Yu, Nina Curtiss, Giselle Glaspie, Grace Yu

Staff Present: Wendy Hysko

Other Attendees: Pat Scheidel

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Meeting called to order at 7:05pm by Christine.

Dottie motioned to enter executive session at 7:09 with Village Manager Pat Scheidel to discuss pending litigation. We entered executive session because it was decided the information that we would be discussing was not suitable for public knowledge. Linda seconded. Motion passed unanimously. Moved out of executive session at 7:35pm.

Dottie moved to accept the minutes as presented. Nikki seconded. Motion passed unanimously.

Financial report:

CD: \$2,677.00

Trustee fund: \$1,385.00

We look on-target in terms of expenditure report. Technology access percentage is over, but it is library subscription services, which is a big up-front cost.

Budget work-group: Wendy and Dottie met with Pat to discuss budget overview. The budget work-group met soon after. Dottie found out in Aug. that the library came in around \$9,000 under-budget from last fiscal year from health insurance carry-over. This was a significant amount that we were unaware of and lost the money when the new fiscal year started. Dottie will look into getting the top seven line-items from the village office soon in order to determine the next FY budget.

Staff report: Wendy had a meeting with 1st Wednesdays. The program booklet is available and it kicks off October 1st with Nancy Jay Crumbine. Trustees are encouraged to attend and help with set-up and clean-up.

Streamlining donation process - donations taken are now predominantly in the current core collection, or newer titles.

Foundation: have some openings. The Penny Digitization Project Fund brought in more than \$2,200 and the Foundation are now looking into how to digitize Essex Reporter and old iterations of the newspaper and who to talk to in order to get it done. Currently, they are looking for someone to spearhead the process. Andy has volunteered to investigate best practices for newspaper digitization and the infrastructure to hold the digitized files.

Friends: book sale is now ongoing and open all the time. The Friends try to sort and add material to the room every Monday evening.

Open meeting law: new minutes practices - get minutes to Wendy by end of the week so she can post it online within 5 business days.

Full-time staff rotations starting in October to attend the Trustee meetings so we can get some more input from the staff.

Surveillance system will be installed Sept. 29-30 with 15 cameras; Wendy applied for, and the library was awarded a \$5000 grant to help pay for the system, the Village capital budget will cover the difference; surveillance will be available to be viewed on any staff computer. Staff will be coming up with a policy of retention of information.

Topic regarding Essex Reporter article was brought up concerning ' "an apparent desire to continue to be different" ' between the Brownell and Essex Free. Discussion followed about this perception and possibility of library merger.

What are things that we can do to collaborate with Essex Free? Wendy is visiting with Essex Free to answer Vokal questions, and brainstorm ways to collaborate on circulation now that both libraries are in shared VOKAL system. Consider the possibility of doing joint trustee meetings with Essex Free.

Linda motioned to adjourn at 8:56. Nikki seconded. Passed unanimously.

Respectfully submitted,  
Christina Yu