

**Brownell Library Trustee**

**Meeting Minutes**

**November 21st, 2017**

Brownell Trustees in attendance: Christine Packard, Max Holzman, Nina Curtiss, Dottie Bergendahl , Linda Costello, Ann Wadsworth, Carrie Egan (Teen Trustee), Sydney Turer (Teen Trustee), Andy Kolovos

Brownell staff members in attendance were Wendy Hysko and Hannah Tracy.

Absent: Sheila Porter

Other guests: Joe Knox

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At 7:01 PM Christine Packard called the meeting to order.

**Agenda changes/deletions:**

Brenda Williamson - Announcements

Narcan in the Village – Director’s Report

New website - New business

Penny Egan - Announcements

**Minutes:**

Under Director and Staff Report – Add words “regional concerns about opioid addiction” and at end ,”and library’s role in addressing it.”

Dottie moved to accept the minutes as amended and Linda seconded. All approved.

**Financial Report:**

The Financial report was reviewed and acknowledged. Dottie observed that the budget is on track. Wendy clarified that the final column is the monthly expenses. Wendy shared that the library building still has its challenges, currently with the plumbing. The Trustee CD is at \$2,715.99 and the Trustee Fund contains \$2,239.60.

**Announcements:**

Brenda Williamson, long time volunteer passed away. Trustees will send a card to the family.

Penny Egan is stepping down from the Trustees. She has taken a job with the library.

Linda was looking for The Little Prince book. Erna went out of her way to locate the book for Linda and she was touched by her efforts.

#### **Director and Staff Report:**

Dottie wondered about what might have happened four years ago to produce such high numbers and about the subsequent dip that followed. Wendy speculated that it might have been related to being down a full-time staff person.

Hannah described gaming etiquette.

Narcan – Wendy checked with Essex PD and Village Manager around Narcan and whether or not the Library should have on site. It was discovered that all 1<sup>st</sup> responders are allowed to carry Narcan including fire department next door, however, non first responders are not covered under insurance to house or carry the drug.

Christine shared that she and Wendy have discussed creating a policy around carrying the work of local authors. This could be done through the Collection Development Policy.

#### **Committee Reports:**

**None**

#### **Foundation Report:**

Foundation met last night and did some work on the shelves. They have not sent out the annual appeal yet. Dottie reminded group that the Foundation needs new members.

#### **Old Business:**

**Penny Pillsbury Fund – update and slide digitization:** Wendy and Andy met to discuss. There was a box of slides not included in the original estimate. It is proposed to digitize the slides. The secondary thought is that the Library has its own digitization needs and that perhaps the Library buy its own machine from money earmarked for technology from the Foundation. Another idea is to purchase equipment for the Library that will be able to burn VHS tapes to DVD's. Wendy will approach the Foundation about potential funds. The Kolvorod Room is reserved for May/June to display the photos.

**Update on Building Projects:** Wendy is looking for a roofer recommendation.

**FY19 Budget Planning:** The Budget Planning workgroup met and decided on a %1.3 increase for FY19.

**Trustee Vacancy:** Penny Egan is stepping down to take a job at the Library. Penny was on the Permanent Board, Christine suggested Permanent Board should meet to discuss a nomination.

**Train Hop:** Dottie is requesting a flier to take to Hannaford to make the cookie donation request. Christine will get cheese, crackers and grapes from Costco. Christine, Ann and Linda will be available to work the event. Arrive at library to set up at 5:15.

Dottie made a motion for the Trustees to purchase and pay for cheese and crackers and grapes for the Train Hop. All approved.

**New Business:**

**New Website:** Hannah gave a presentation about new draft Library website.

**Trustee Portrait/Display:** Christine introduced the idea of displaying pictures of staff, volunteers and Trustees at the library which would be helpful to patrons. Issue will be tabled for discussion until next meeting.

**Adjournment:**

Dottie moved to end meeting, Linda seconded. Meeting adjourned at 8:18.

Respectfully submitted

Nina Curtiss