

## **Brownell Library Trustees**

### **Meeting Minutes**

**December 19, 2017**

Brownell Trustees in attendance: Christine Packard, Nina Curtiss, Dottie Bergendahl, Linda Costello, Ann Wadsworth, Carrie Egan (Teen Trustee), Sydney Turer (Teen Trustee), Joe Knox, Sheila Porter

Brownell Staff in Attendance: Wendy Hysko, Susan Pierce

Absent: Andy Kolovos, Max Holzman

Other Attendees:

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

#### **Agenda changes/deletions:**

New business should be “meeting room policy”. Delete “trustee/portrait display”.

#### **Minutes of Tuesday, November 21, 2017:**

Dottie moved to accept minutes as submitted. Linda seconded. Motion accepted unanimously.

#### **Financial Report:**

The Trustee CD is at \$2715.99 and the Trustee Fund contains \$2239.60. The Trustees acknowledged the financial report.

#### **Announcements:**

The First Wednesday for January has been cancelled. There will be a new first Wednesday in June.

#### **Reports:**

Staff and director report: various points were discussed.

#### **Committee reports:**

None

## **Foundation Report:**

The next Brownell Library Foundation meeting is scheduled for 12/30/17.

### **Old Business:**

**Penny Pillsbury fund** - Wendy is looking into getting a photo scanner and a converter for VHS.

**Update on building projects** – The youth room wall is done. We're waiting for a shelving unit and for the room to be painted. Storm windows are all installed. Wendy is losing hope for roofing being done soon so we will probably have to wait until spring for this project.

**FY19 budget planning** – Budget is .4 % below last year's budget. Insurance is down almost \$4000 and benefits are down almost \$8000. Items that are increasing are technology access, volunteer expenses and children's programs.

**Trustee vacancy** - We are down one trustee. There is a woman who is interested in becoming a trustee who plans to attend the January meeting.

**Train Hop** – We had just the right amount of food to hand out. We should plan on using gloves next year for the servers handling food. Next year, we should ask Hannaford again for three boxes of cookies. Ten 2 quart bottles of apple juice were the right amount as were two trays of cheese. We should put up signs next year acknowledging where the food came from.

**Trustee portrait display** – Sheila suggested that we take a group photo of the trustees rather than individual photos. This will help community members know who the library trustees are. Wendy will think about where the photo could be displayed. Susan will ask Wayne if he would be willing to take the group photo.

### **New Business:**

**Meeting space policy** – We reviewed the meeting space policy and gave some suggestions for changes. Sheila moved that we accept the new policy as amended. Linda seconded it. Policy was approved as amended. We will reread the policy at next month's meeting.

### **Adjournment:**

Sheila moved to adjourn the meeting, Linda seconded it. The meeting was adjourned at 8:35.

Respectfully submitted by:  
Ann Wadsworth