

Brownell Library Trustees
Meeting Minutes
April 16, 2019

Brownell Trustees in attendance: Christine Packard, Beth Custer, Carrie Egan, Spencer Messier, Andy Kolovos, Sheila Porter, Linda Costello, Dottie Bergendahl, Jeanne Grant, Joe Knox, Helen Donahey

Brownell Staff in attendance: Susan Pierce, Hannah Tracy

Others: Alex Carmichael (community member, Strategic Planning Committee); Jennifer Borch, Education Program Coordinator, USCRI

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

1. **Agenda Changes/Deletions:** Added discussion of “Alignment” to New Business; Moved presentation by Jennifer Borch from USCRI (formerly Refugee Resettlement Program) to first order of business.

Jennifer Borch presentation:

Jennifer is Education Program Coordinator for USCRI. Attended this meeting to discuss use of Kolvoord Room for English language classes. Free space needed for twice weekly classes that run from 90 mins to 2 hours in the evening. 5-10 students per class; classes need to be accessible by foot or bus. Currently have free spaces in Winooski and Burlington. Need space in Essex Junction. There is no budget for fees related to available space.

Christine, Hannah and Susan said Kolvoord room not available for that amount of time to be reserved, as space needed for library programs and other community groups. Could offer a once-a month reservation for conversation classes or some other kind of program. Interested in working with Jen to figure out how we can support the refugees using the library. Currently working on 5-year strategic plan, so this is an opportune time to be having this discussion.

Discussion ensued about other possible sites in EJ for English language classes. Hannah also suggested increasing number of books in other languages in Brownell’s collection.

Jen went on to give informative presentation about USCRI and refugees in general. Currently a large number of refugees coming to Vermont from the Congo. Resettling in Burlington and Winooski. Last surge of refugees from Bhutan. USCRI offers English language classes, citizenship classes, Pathways to college classes, and ESP (English for Specific Purposes) classes.

In the US, refugees get 3 months of support. \$975 per family member. Med care and food stamps for 8 months. Goal is to promote economic self-sufficiency. Employment is 1st priority for resettlement. Get assigned to jobs w/i 3-4 days and hopefully get upgraded as time goes on.

June 30 is World Refugee Day Celebration in BTV.

2 Orientations per month for volunteers. 2nd Tuesday/Month 12:30-1:30 (May 14); 3rd Wed./month 5:30-6:30 (May 15)

New clothes for kids also needed. Contact USCRI for info.

2. **Minutes of Tuesday, March 19, 2019:** Dottie moved to accept March 19 minutes. Andy seconded. Unanimously approved.
3. **Financial report:** Joe and Dottie. \$45.02 for survey supplies approved. \$2805.61 in Trustee fund; \$2737.32 in another CD. Spreadsheet reflects about 75% of year; 3 months until end of year. Report unanimously accepted.
4. **Announcements:** National Honor Society is hosting Trivia Night at Brownell on Friday, May 3, at 6:30. Trustees invited to organize a team. Helen and Dottie are interested and will connect with each other as time gets closer. Staff or foundation member could also be part of the team. There's a link on the website to sign up as a team. There will be food!
5. **Reports: Library Director and Staff Report:** The Young Adult Library Assistant position is open as Mary is retiring. 24-hour a week; Wed., Fri. evenings and every other Saturday. This person works primarily with teens.
6. **Committee reports: Strategic plan process committee:**

The Committee is collecting responses from the survey they developed. They are pleased with the number of responses so far. We are collecting surveys through the end of the summer. Answers are being tallied as they come in. Christine requested extra money to purchase paper for more surveys. Request granted.

Strategic plan anticipated to be completed by end of 2019. Any trustee or community member can attend any strategic plan meeting.

7. **Foundation report:** Dottie reported the Foundation met last night. Wondering whether interest on CDs set up by S. Brownell can accrue before siphoning off. Must look into trust agreement and determine what Brownell's original intent was.

We have a large number of donated books. Discussed what to do with books that don't sell.

8. **Old business:** Three trustee portrait options were presented and we chose one to be mounted next to the display case in front of the circulation desk and one to put on the screen behind the circulation desk.

Village meeting: Nothing to report

Municipal/Social media: tabled

Memorial Day Parade Book Sale

Book sale held on Saturday, May 25. Set up tables with books outside of library. Additional person selling books downstairs in the library. At end of parade, we invite people to fill a bag with books and we charge \$1/bag. The Foundation has once again offered the Trustees the opportunity to be in charge of the book sale for two weeks after the Memorial Day celebration and to keep the proceeds.

9. **New Business:** The administration is currently in the process of aligning the departments in the Village and Town, including the libraries, and Wendy is now on the Alignment committee. There are many challenges regarding the libraries and Wendy has suggested that it might be helpful to invite Evan to one of our meetings to talk further about the process and how it will impact the Brownell.

As Wendy was not at the meeting, we tabled the discussion until the next meeting when Wendy will be present.

10. **Adjournment:** Dottie moved to adjourn; Joe seconded. Meeting was adjourned at 9:00.

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

Minutes submitted by: Jeanne Grant