

Brownell Library Trustees

Meeting Minutes

November 20, 2018

Brownell Trustees in attendance: Dottie Bergendahl, Linda Costello, Jeanne Grant, Joe Knox, Spencer Messier, Christine Packard, Ann Wadsworth

Brownell Staff in Attendance: Wendy Hysko, Susan Pierce

Other Attendees: Linda Hasan

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

**1. Agenda Changes/Deletions**

None

**2. Minutes of Tuesday, October 16, 2018**

Minutes were reviewed and Dottie moved to accept the minutes as corrected. Jeanne seconded the motion. Motion passed unanimously.

**3. Financial Report**

Dottie moved to instruct Joe to tell Diane Clemens of the Brownell Foundation to reinvest Brownell CDs at higher rate and let interest accrue to the end of the life of the CD. Linda seconded. Motion passed.

Trustee fund balance is \$2888.71

Trustees acknowledged the financial report.

**4. Announcements**

Director Wendy Hysko notified the trustees that an active shooter training for the public will be held on December 12, 2018 at 7 pm.

## **5. Reports: Library Director and Staff Report (enc)**

Christine remarked that she was happy to see that the circulation is up.

Discussion about privacy law protections. The Brownell Library security camera policy will be written so that it follows the law.

## **6. Committee Reports**

We have no committees.

## **7. Foundation Report**

Linda Hasan said that everything is going well and that they've been getting good book donations and also that monetary donations have increased. They're gathering books for Rotary luncheon in December.

They'll be donating 200-250 books to be handed out in gift bags for the Senior Luncheon on Wednesday, December 5<sup>th</sup>. The Foundation will be meeting on Monday, December 3 at 3:00 to pull the books for Rotary.

## **8. Old Business**

### *Trustee portrait display*

Wayne Pierce will take a group photo of the Trustees at our regular meeting sometime in the New Year.

### *Budget work group*

The budget is in the process of being reconfigured. The Administration has decided to move the building expenses to a different department. A budget meeting for the Village Trustees will be held on December 19, time to be determined.

### *Strategic plan process*

We need a committee to work on this starting in January 2019.

### *Security camera policy update*

This was discussed under Reports.

*Supporting Essex Free Library*

Director Wendy Hysko has been wonderful about helping them since their director died.

**9. New Business**

*Train Hop*

The Train Hop will be on December 7<sup>th</sup> at 5:30. Christine will purchase refreshments and she will arrive at 5:00. Linda and Ann also volunteered to help. Dottie made a motion to allow Christine to buy food supplies, Linda seconded. Motion passed.

**10. Adjournment**

Jeanne motioned to adjourn. Linda seconded. Meeting adjourned at 7:59 pm.

Minutes submitted by Ann Wadsworth

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Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.

\*\*\*Minutes should be provided to Library Staff for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. \*\*\*