

## **Brownell Library Trustee**

### **Meeting Minutes**

**Oct. 18th, 2016**

Brownell Trustees in attendance: Christine Packard, Sheila Porter, Nina Curtiss, Dottie Bergendahl Sydney Turer (Teen Trustee), Andy Kolovos, Penny Egan, Beth Glaspie and Linda Costello.

Brownell staff members in attendance were Susan Pierce and Wendy Hysko.

Absent: Max Holzman

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At 7:00 PM Christine Packard called the meeting to order.

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

In New Business – add: Trustee Conference

#### **Minutes:**

The minutes of the Sept. 20th meeting were reviewed. Andy moved to accept with correction to Max's name and Dottie seconded. Motion passed.

#### **Financial Report:**

The Financial report was reviewed and acknowledged. Some questions were asked about the new telephone cost and substitute line items due to Mary's retirement. Otherwise, first quarter looks on track. The trustee CD is at \$2,702.68 and the Trustee Fund contains \$2,221.17 which does not reflect some reimbursements for Mary's retirement party.

#### **Announcements:**

- Wendy handed out a comparison of summer reading in the last two years.
- Sheila mentioned that Erna shared that at her story hour there is a volunteer who is in a wheelchair and who comes to the story hour to sign the stories; a nice collaboration.

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

- We discussed the flood due to internal back up.

#### **Committee Reports: none**

#### **Foundation Report:**

Foundation met on 10/17/16 and finished work with consultant. They completed a new set of bylaws and a proposed set of policies and procedures to be reviewed by the other Foundation members. There will be a Finance Committee, Governance/Nomination Committee and a Book Sale Committee. All but the Governance/Nomination Committee are open committees. The Foundation has a new brochure coming out with a merger statement. They will be sending out an appeal letter. They have informed IBM of change and switched the language of the grant verbiage and grantee name. There will be a book room work party on the Oct. 24<sup>th</sup> at 6:30. They are very interested in finding new Board members. Dottie would like to encourage another Trustee to step up and join Linda on the Foundation Board as she will be stepping down in a few months. The new Foundation Bylaws state that that Library staff substitutes can serve on the Foundation. The next meeting is November 21<sup>st</sup>.

#### **Old Business:**

##### **In Memory of Ginnie Powers –**

Wendy discussed ideas with staff who mentioned that Ginnie was more interested in beautification/aesthetics rather than historical preservation. An idea was suggested that the library refinish a table in her name. There are three wooden tables that need to be refinished. Dottie requested that the staff work on getting an estimate of cost of refinishing.

With regard to the previously discussed conservation project, Andy reviewed the material and felt that it was a project worth doing. Dottie will arrange for Andy and Penny P. to meet to discuss further.

##### **First Wednesdays –**

October 5<sup>th</sup> – The first First Wednesday at Ira Allen Chapel was attended by 450 people.

November 2<sup>nd</sup> – Trustees invited to help.

**Budget Work Group** – Wendy is still waiting for salary information from Village.

#### **New Business:**

**Library Trustee vacancy** – Christine asked for suggestions for open position on Permanent Board.

**Trustee Conference** – November 12<sup>th</sup> in Stowe, VT

#### **Adjournment:**

Sheila moved to end meeting, Andy seconded. Meeting adjourned at 8:06.

Respectfully submitted,

Nina Curtiss