

Brownell Library Trustees Meeting Minutes December 18, 2018

Brownell Trustees in attendance: Ann Wadsworth, Linda Costello, Dottie Bergendahl, Sheila Porter, Christine Packard, Carrie Eagan, Spencer Messier, Jeanne Grant, Helen Donahey

Brownell Staff in Attendance: Wendy Hysko, Erna Deutsch

Other Attendees:

Meeting called to order at/by: 7:02 by Christine

1. Agenda Changes/Deletions

No changes/deletions to Agenda.

2. Minutes of Tuesday November 20, 2018

Dottie moved minutes be accepted as written. Jeanne seconded. Motion carried unanimously. Minutes accepted as written

3. Financial Report

There are more than \$2800 in Trustee Funds. Expenses for Train Hop increased because Hannaford will no longer supply sweet treats. Erna suggested trying other stores next year. Discussion of Train Hop ensued. Christine noted that cheese was very popular.

Trustees discussed the budget. We are on target for this point in the FY. Trustees acknowledged Financial Report.

4. Announcements

Dottie recommended a book, *The Library Book* by Susan Orlean. She described the contents and framed its relevance to the Brownell.

Helen mentioned that in the past the Brownell Library had partnered with St. James Church for Essex Eats out. She described Essex Eats out and how the program works. Christine explained the history of the Brownell partnership with St. James Church on Essex Eats out. Helen requested that we place on the agenda for next month's meeting a discussion of how the Brownell might partner again in the future. She offered to prepare a document providing an overview of the needs of the church to present at the next Trustees' meeting.

Director Hysko identified several retirements among Town and Village employees and noted when there would be a retirement party on December 28, 2018 from 4pm-6pm at McGillicuddy's.

Ann brought up the idea of a VT libraries passport program. Wendy mentioned that Vermont Library Association has run one in the past and that it would resume this coming summer.

Mrs. Costello discussed the proposal to offer Champ license plates to raise money for Lake clean up. Mrs. Costello encouraged Trustees to support the idea.

5. Reports

Library Director and Staff Report (enc)

Trustees discussed the issue of the proposed Town/Village unified dress code.

Dottie discussed the new copy machines and printers. Director Hysko noted that the staff has not yet been trained on how the new equipment works. Director Hysko has spoken with the Unified Manager, and staff will receive the necessary training.

6. Committee Reports

There are no committees.

7. Foundation Report

Dottie provided the Foundation report. The Foundation distributed books to the Senior Luncheon.

8. Old Business

Trustee portrait display

Trustee group portrait will be taken at some point in the New Year.

Budget work group

Dottie presented the new budget format. She noted that the change in format has resulted in some confusion, but they have clarified it. Several changes might have an impact on library operations, in particular building maintenance. Director Hysko supplied the Trustees with the budget documents.

Proposed budget represents a 3.99% increase over last year.

Library budget meeting will be held December 19, 2018 at 1:00pm.

Strategic plan process

Strategic planning process will begin in January. We will need to form a committee or working group consisting of Trustees and community members.

Security camera policy update

Director Hysko has contacted the Unified Manager regarding development of a policy for cameras positioned on the exterior of the building that focus on municipal property.

Supporting Essex Free

Trustees discussed feedback received from the VT Department of Libraries regarding potential funding impacts resulting from possible new configurations of the libraries in Essex town and Essex Junction. Additional discussion ensued regarding circumstances at the Essex Free and support Brownell can provide.

Train Hop

Train Hop was successful.

9. New Business

No new business.

10. Adjournment

Sheila moved to adjourn the meeting. Mrs. Costello seconded. Meeting adjourned at 8:01pm

Notes on agenda items, voting outcomes.

Minutes submitted by: Andy Kolovos

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. ***