

Brownell Library Trustees
Meeting Minutes
02/20/2024

Brownell Trustees in attendance: Dottie Bergendahl, Beth Custer, Helen Donahey, Jeanne Grant, Karen Hergesheimer, Andy Kolovos, Christine Packard, Sheila Porter, Gabby Stevenson (Teen Trustee), Ann Wadsworth.

Brownell Staff in Attendance: Wendy Hysko, Alison Pierce

Other Attendees:

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

1. Agenda Changes/Deletions

Added an update on the salary survey to Old Business

2. Public to be Heard

No members of the public present.

3. Announcements

Trustees discussed the timeline for the next strategic plan.

Jeanne thanked Dottie for her work on the budget and her other actions on behalf of the Brownell.

Director Hysko mentioned two upcoming programs--the Red Scare in VT on February 21, and a March 20 showing and discussion of the film *The Public*.

4. Minutes of Tuesday, January 16, 2024

Jeanne requested the following changes to the January 16, 2024 minutes:

Current Language:

“City Council has asked the library to create new budgets in 3 days time...”

Change To:

“City Council has asked the library to create new budgets in less than a week...”

Current Language:

“Brownell library is the only department that was asked to come up with a tightened budget...”

Change To:

“Brownell library is the only department that was asked to prepare a level-funded budget...”

Trustees voted unanimously to approve the minutes as revised.

5. Financial Report

CD: \$2,871.28

Checking: \$1,976.24

Trustees reviewed budget documents provided by the city and discussed them.

Sheila moved that Trustees acknowledge financial report, Dottie seconded. Trustees acknowledged the financial report noting that, due to changes in the budget presentation format, information available to trustees is presented inconsistently when compared to past reports. In particular, trustees expressed concerns regarding sections addressing building expenses.

6. Reports

Library Director and Staff Report (enc)

Trustees discussed the Library Director and Staff Report. Dottie asked about library statistics. Trustees requested that, going forward, Brownell staff qualify the years impacted by the COVID-19 pandemic when reporting statistics from those years.

7. Committee Reports

We have no committees.

8. Foundation Report

So that the Foundation can share more detailed information about the support the Foundation provides to the Brownell, they request: Access to itemized financial records

related to expenditures made with Brownell Library Foundation funds; A means to make patrons aware of books purchased with, and events supported through, funds provided by the Foundation. Director Hysko and Alison shared that the Library maintains spreadsheets providing that information and will review accessing them with the Foundation Board.

Dottie reported on a discussion regarding storage of extra food for the Library food pantry in light of the upcoming renovations to Lincoln Hall.

9. Old Business

Budget hearing follow up

Dottie expressed that the trustees will need to be more engaged in budgeting going forward. Dottie noted the importance of a new strategic plan in highlighting the impact of the Library on the City and residents.

Update on Right to Read

The proposed Library *Right to Read* film presentation has been canceled because EWSD is screening the film on April 1. Library has been invited to help. Christine proposed that Brownell staff and Trustees can help promote the screening to patrons, and Trustees could have a table promoting the “1,000 Books Before Kindergarten” program. Since the school district includes Essex, Essex Jct., and Westford, Christine wondered if all three libraries could participate.

Director Hysko noted that the City budget informational meeting is also being held on April 1.

Update on Salary Survey

Director Hysko shared that, as a result of the responsibilities carried by the positions, two full-time and two part-time positions at the Brownell have been shifted into higher pay grades.

10. New Business

Future Library Trustee appointment brainstorm

tabled for future discussion

Grant support letter from Brownell Library Board for roof/door project

Brownell needs support letters from Trustees and City for a grant application to support renovations to the library. Director Hysko has prepared a support letter for the Trustees that requires a signature.

Helen moved that Trustee sign the support letter. Dottie seconded. Carried unanimously.

Lincoln renovation update

Building will need to be vacated in June, displacing Senior and Teen Centers. Renovations will begin in August. Thanks to the Brownell Youth Department program scheduling with the Seniors in mind, Seniors will be able to use the Kolvoord room two mornings a week during the renovations.

Upcoming programs

Seed starting program coming up this Saturday.

On April 9 Malinda Lo will be speaking at South Burlington Library about her VT Reads book "Last Night at the Telegraph Club". Brownell is a partner in the event.

Solar eclipse

Brownell will begin distributing eclipse glasses March 1, 2024.

Helen moved that, due to the total eclipse of the sun, the library will be closed to the public on April 8, 2024 in the interest of staff and public safety as well as potential municipal liability. Andy seconded. Carried unanimously.

11. Adjournment

Dottie moved to adjourn. Sheila seconded. Meeting adjourned at 8:42pm.

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. ****