

Brownell Library Trustees

Meeting Minutes

September 17, 2024

Brownell Trustees in attendance: Sheila Porter, Dottie Bergendahl, Jeanne Grant, Christine Packard, Ann Wadsworth, Helen Donahey, Karen Hergesheimer, Beth Custer

Teen trustees: Wren Bright, Gabrielle Stevenson

Brownell Staff in Attendance: Wendy Hysko, Hannah Tracy & Ariana Hausmann

1. Agenda changes or deletions: add under committee reports – strategic plan survey translations
2. Public to be Heard - none
3. Announcements – introducing Wren Bright, new teen trustee for this year. Announcing resignation of permanent trustee Andy Kolovos (though he is willing to continue to assist with projects as needed), and a possibly temporary but possibly long term relocation of permanent trustee Linda Costello). Jeanne noted that the remaining permanent trustees will meet to choose a trustee to fill the vacancy.
4. Minutes of Tuesday, August 20, 2024 – It was noted that Beth Custer was the minute taker. Dottie moved to accept the minutes; Sheila seconded. Passed unanimously.
5. Financial Report – Ann reported that the checking has \$2,397.59 and the CD has \$2,900.02. Dottie reviewed where we stand with the budget year to date (about 2 months into the fiscal year). There was discussion about contracted services which has changed from being just repairs and maintenance, and now includes anything that requires a quote. Wendy noted that that needs to be adjusted to reflect that budgeting shift. Sheila moved acknowledgement of the financial report; Ann seconded. Passed unanimously.
6. Reports - Library Director and Staff Report – it was noted that sharps containers have now been installed. It was noted that the summer reading program was very successful. It was noted that, in the tech report, wifi statistics were inadvertently omitted but will be updated next month.
7. Committee Reports

Strategic plan- update on survey – Jeanne requested feedback on the draft survey and is proposing to have it professionally translated. Google translate efforts were not successful. Jeanne has requested a quote for the translation costs. It was noted that Nepali is the foreign language most used in the library community (36%). There was discussion about how to pay for this service or see if it could be donated. Dottie moved that we approve up to \$500 to cover the costs to translate the survey into Nepali; Sheila seconded. Wendy spoke about the importance of inclusion and noted that this is our first attempt in our community to reach out to our New American community members.

There was discussion regarding possible options for promoting the survey to community members.

8. Foundation Report – Dottie noted that the foundation will be connecting book donations on Saturday 9/21 from 10 am – 12 noon, and will be meeting on Monday 9/23.

9. Old Business

Roof/door renovation grant update – no news

Lincoln renovation update – they’ve moved into the Senior Center. City committee meetings have had to move to the Kolvoord room sooner than planned.

Library Trustee City Council/MOU – Christine and Jeanne have been working on this with the city administration and anticipate having a draft ready to bring to the board next month. It will need to be reviewed by a lawyer and will have to be approved by the Brownell board prior to going to the city council. Christine noted that it has been a cordial and cooperative process that has gone very smoothly.

10. New Business

Budget workgroup – Dottie reported that the group has met and gotten numbers from the city finance office. Staffing is now 90% of the budget, so Dottie feels it will be difficult to come in with a budget this lean (3% increase maximum) next year, but she anticipates that we will have a workable budget within the guidelines for this year.

Increased Kolvoord Room use management – Wendy noted this is a new thing that is taking up library staff time. This is impacting library operations, library staff time, and library programming. Wendy is working on collecting the room use data from the various community groups that are temporarily being housed here. It was noted this is a good opportunity for the library to be of service to the community.

11. Adjournment - Meeting adjourned at 8:04 pm. (Sheila moved, Dottie seconded, motion passed.)

Minutes submitted by: Helen Donahey

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.