

Brownell Library Trustees

Meeting Minutes

November 19, 2024

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

Teen Trustees: Gabrielle Stevenson, Wren Bright

Brownell Staff in Attendance: Wendy Hysko. Tracey Durgan

Meeting called to order by Jeanne at 7:04 pm

1. Agenda Changes/Deletions:

Jeanne asked that the MOU discussion be moved to New Business. The Train Hop was added under new business.

2. Public to be Heard - none

3. Announcements:

The new member of the Permanent Board, Alex Carmical, was introduced.

The budget hearing for the Brownell Library will be held on December 3rd at a yet to be determined time. Wendy will keep us informed.

4. Minutes of 10/15/24

Dottie moved that the minutes be accepted as written. Seconded by Sheila. Passed unanimously.

5. Financial Report:

Ann reported that the checking account has a balance of \$2,422.49 and the CD has a value of \$2,907.25.

Dottie said that we are about a third of the way through the budget year and we appear to be on track.

Tracey reported that there is some confusion about the cost of general supplies for the library and where they belong on the financial report and that she will speak with Harlan to get clarification.

Dottie moved to acknowledge the financial report; Sheila seconded. Passed unanimously.

6. Reports: Library Director and Staff Report

Wendy reported that three tents and three sleeping bags were donated to the library for use by the housing challenged population.

The discussion about pensions for part time staff was sorted out to everyone's satisfaction.

7. Committee Reports:

Strategic Plan: The survey is live, flyers have been distributed and there have been 220 responses thus far. The committee is pleased with the interest and response it has generated.

8. Foundation Report:

The Foundation collected book donations on Saturday and met last night. The Book Room is overflowing and they are looking for ways to get rid of books. They are not taking donations again until January.

The book donations are making less money than in previous years.

9. Old Business:

Roof and door grant update -- no news

Lincoln renovation update -- The parking lot behind the City Office Buildings is currently closed, but there is still parking behind the library.

Budget workgroup -- the Budget hearing is scheduled for December 3rd at a yet to be determined time.

Update on Kolvoord Room use -- scheduling is hard with lots of shuffling to accommodate the many new users, but things are beginning to settle down a bit.

Staff -- overall they are very busy and because of the more complicated needs of patrons, the staff is feeling spread thin. There frequently need to be two staff members covering the desk which means that other aspects of their jobs may not be getting the attention they deserve. There continues to be ongoing concerns about the pay scale.

10. New Business:

Library safety -- meeting with Essex Police/gun safety training --the staff is talking with the Essex Police about gun safety training. The Staff feels that they are well supported by the Police and have a good relationship with the force.

Train Hop -- Friday December 13, 5:30 until 8:00 All are encouraged to attend and volunteer. No need to sign up for a time slot.

Library Trustee/City Council MOU:

Jeanne and Christine presented the current Draft Proposal for a Memorandum of Understanding between the Library Trustees and the City Council to the Trustees for an open discussion and chance to ask questions. A good discussion followed. Next step: the staff will discuss the proposal at a staff meeting and have the chance to ask questions and make suggestions as well. It is hoped that a final approved proposal can be submitted to the City Council in early 2025.

Adjournment: Meeting adjourned at 8:47 pm. Moved by Dottie, seconded by Sheila. Motion passed.

Minutes submitted by: Christine Packard

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