

Brownell Library Trustees
Meeting Minutes
October 15, 2019

Brownell Trustees in attendance: Christine Packard, Chair; Dorothy Bergendahl; Linda Costello; Sheila Porter; Ann Wadsworth; Beth Custer; Joe Knox; Spencer Messier, Teen Trustee; Carrie Egan, Teen Trustee

Brownell Staff in Attendance: Hannah Tracy, Assistant Director; Erna Deutsch, Assistant Youth Librarian

Other Attendees: Linda Hasan, Brownell Library Foundation

The meeting was called to order by Christine Packard at 7:02.

1. Agenda Changes/Deletions

None

2. Review of Minutes

The trustees reviewed the draft minutes of the September 17, 2019 meeting. One typographical change was made. Dorothy Bergendahl moved that the minutes be approved as amended, Sheila Porter seconded. The motion passed unanimously.

3. Financial Report

There was no update to the Trustee funds balances. Dorothy Bergendahl reported that all budget lines seem to be trending appropriately during the first quarter of the fiscal year.

Dorothy Bergendahl reported that the budget working group met to review the last completed budget and discuss potential future priorities in anticipation of work beginning on next year's budget. The working group will meet again on October 16 but are still waiting for more information from the Village.

The Trustees discussed how the Village's centralization of some functions, particularly those tied to Brownell's physical space, is limiting their visibility to what is being spent and thus their oversight responsibilities for the library building. Several budget lines no longer appear on the monthly report provided by the Village.

Dorothy Bergendahl made a motion that we ask the Village financial officer to provide the Trustees with a regular update on the line items that have been removed from our monthly budget report. Linda Costello seconded the motion and it passed unanimously.

The Trustees then acknowledged the financial report.

4. Announcements

Sheila Porter described a program that is offered by the Tunbridge Library that she found very interesting. The Tunbridge Library has a community bowl that can be checked out. Patrons can use the bowl however they wish and then write in an accompanying notebook a short description of how they used it. Sheila proposed that a similar item could be created for the Brownell Library by a local artist and that it could be tied into the “community” aspect of the new five year plan. The Trustees agreed this could be worth pursuing.

Linda Costello recommended an anthology called *The Green Man: Tales from the Mythic Forest* that she had recently checked out from Brownell.

5. Reports

The Trustees reviewed the Library Director and Staff Report.

6. Committee Reports

Christine Packard reported that the Strategic Planning Committee held its penultimate meeting to pull together everything that it had been working on. The final report is currently being written and will be reviewed by the committee at its December meeting prior to distribution to the Trustees. As part of the process, a new mission statement for Brownell Library was developed. “Brownell Library: delivering wisdom since 1926. A place to connect, learn and discover.” The Trustees debated whether the word “wisdom” or “knowledge” made the most sense in this context. Christine Packard agreed to take the advice back to the committee.

7. Foundation Report

Linda Hasan reported that the Foundation had received its annual request from the Rotary Club for books to distribute at the annual luncheon on December 4. Foundation volunteers are currently sorting through the books in the book sale room to help identify appropriate titles to donate.

8. Old Business

Christine Packard reviewed a draft memorandum that is being submitted jointly by Brownell Library and the Essex Free Library. The memorandum to the Village Trustees and the Town Selectboard concerns the future of the two libraries should the Village and the Town vote to merge in 2020. It proposes that the two libraries continue to operate as separate entities with their own rules of governance and separate Boards of Trustees.

Dottie Bergendahl moved that we approve the draft as amended; Sheila Porter seconded the motion and it passed unanimously.

9. New Business

The Trustees reviewed an updated security camera policy incorporating changes that Brownell Library Director Wendy Hysko developed with the Village lawyer. The updated policy clarifies the distinction between cameras inside the building and those covering areas outside of the building with respect to

patrons' expectations of privacy and the need for a valid court order or warrant for law enforcement review.

Sheila Porter moved that we approve the new policy as written. Beth Custer seconded the motion and it passed unanimously.

10. Adjournment

Sheila Porter moved that the meeting be adjourned at 8:05. The motion was seconded by Linda Costello and approved unanimously.

Minutes submitted by: Joe Knox

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