

## Brownell Library Trustees Meeting Minutes

18 August, 2020

Brownell Trustees in attendance: Christine Packard, Chair; Dorothy Bergendahl; Linda Costello; Andy Kolovos; Sheila Porter; Ann Wadsworth; Beth Custer; Joe Knox; Helen Donahey

Brownell Staff in attendance: Hannah Tracy, Assistant Director

Other Attendees:

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Meeting called to order at 7:08 by Christine Packard.

### 1. Agenda Changes/Deletions

The agenda for the August meeting was reviewed; there were no changes or deletions.

### 2. Minutes of Tuesday, June 16 2020 and Wednesday July 8 2020 Special Meeting

The Trustees reviewed the minutes of their June 16, 2020 meeting. A typographical error was corrected. Sheila Porter motioned that the minutes be approved as amended, Ann Wadsworth seconded. The motion was passed unanimously.

The Trustees reviewed the minutes of the special meeting held on July 8. Sheila Porter motioned that they be approved as written. Helen Donahey seconded and the motion was passed unanimously.

### 3. Financial Report

Joe Knox reported that the Trustees had a balance of \$3,076.25 in their account.

Dorothy Bergendahl noted that because the new fiscal year had just begun and it was therefore too early to determine how expenses were trending compared to the 2021 budget.

The final numbers for the 2020 budget were reviewed. It was noted that the libraries were slightly over budget on staffing. This was probably due to staff turnover and vacation/sick leave payouts. Christine Packard will connect with Wendy Hysko for clarification.

The trustees acknowledged the financial report unanimously.

### 4. Announcements

There were no announcements

### 5. Library Staff/Director's report

The Trustees reviewed the reports provided by the Brownell Library Staff & Director. There was a question about what constituted the donations listed in the reports. Christine Packard will follow up with Wendy Hysko for clarification.

The Trustees asked how the appointment system was working for library access. Hannah Tracy reported that it seems to be working well. There is interest in all of the offered time slots. Staff feel comfortable with the cleaning protocols that have been instituted.

Hannah Tracy reported that the library will probably need a new outdoor book drop soon. Repairs were made to the existing book drop but it is approaching end of life.

There was discussion about how the cancellation of the Brownell Library Foundation's annual book sale will impact its financial contribution to the library.

#### 6. Committee Reports

There are no committees at this time.

#### 7. Foundation Report

The Foundation has not met recently. It is scheduled to meet during the week of August 24.

#### 8. Old Business

The Trustees discussed recent developments relating to a potential vote for Village/Town merger.

Hannah Tracy reported there were several qualified candidates for the vacant part-time position, including several internal candidates. Interviews will begin soon.

#### 9. New Business

The Trustees agreed to a schedule of responsibility for recording meeting minutes.

The Trustees discussed their desire to make a gift to the Brownell Library Foundation in memory of Albert Bergendahl. Dorothy Bergendahl indicated that the family is interested in supporting library programs, especially juvenile programs focused on STEM because Albert was a scientist, technologist and engineer. Sheila Porter motioned that the Brownell Library Trustees make a gift of \$500 from their account to the Brownell Library Foundation in Albert's name. Andy Kolovos seconded the motion and it was unanimously approved. Dorothy Bergendahl had previously recused herself from the remainder of the meeting and was not present for the discussion or vote.

Linda Costello proposed that the Brownell Library Foundation spend \$70 from their account to purchase flowers for the recently retired librarian Susan Pierce, who is facing health issues. Helen Donahey seconded the motion and it was approved unanimously.

The Trustees discussed their desire to do something for the Brownell Library staff in appreciation for all of their hard work over the past few months. Christine Packard will reach out to Wendy Hysko to discuss possibilities.

Sheila Porter moved that the meeting be adjourned at 8:02. Linda Costello seconded. There were no objections.

Minutes submitted by: Joe Knox