Brownell Library Trustees Meeting Minutes April 19, 2022.
Brownell Staff in Attendance: Wendy Hysko, Tracey Durgan.
Other Attendees:

Meeting called to order at/by: 7:01 by Christine

1. Agenda Changes/Deletions
   No changes/deletions

2. Minutes of Tuesday, March 15, 2022
   Christine noted that Tracey’s name was misspelled. Tracey didn’t mind.
   Sheila moved to accept Minutes as written. Jeanne seconded. Passed unanimously.

3. Financial Report
   Checking: $2,092.61
   CD: $2835.13
   Dottie noted that, in general, expenditures are on track as expected.
   Director Hysko and Tracey provided Trustees with information about how the finance department
   accounts for federal grant funds and outlined the activities grants identified on the spreadsheet
   are being put toward.
   Director Hysko indicated that the time table for the door replacement is still unknown.
   Ann asked about the status of budgeted expenditures for the adult collection. Tracey provided
   more up-to-date information that clarified circumstances. Discussion about the expenditure
   timeline ensued.
   Dottie moved to acknowledge the financial report. Sheila seconded. Report acknowledged
   unanimously.

4. Announcements
   No announcements.

5. Reports
   Library Director and Staff Report (enc)
   Christine asked about the status of the new book lockers. Director Hysko indicated that they have
   been installed and staff have been trained on them, but are not yet fully working due to some
   software complications.
   Ann asked for clarification of the ILL statistics, which indicate decreased activity. Tracey remarked
   that she noticed this when she created the ILL report and is not sure why this is the case. Staff
   indicated that here are many potential reasons for the identified decline.
   Note: at approximately 7:18 Christine passed responsibility for leading the meeting to Dottie due to
techincal problems.

6. Committee Reports
   There are no committees.

7. Foundation Report
   Book donations came in on Saturday. Feeling is that one Saturday a month to receive donations
   might be enough. There are some new faces participating which is a good sign.

8. Old Business
   COVID library operations update
   Sickness is increasing. Staff are nervous about the Federal Mask Mandate ending.
   Dottie moved that the Library Board of Trustees support the staff in their continuing to
   require that masks be worn by all persons entering the library. Sheila seconded. Motion
   passed unanimously.
Essex Junction Independence plan update
Several things on hold until Governor Scott signs the law. It is anticipated that he will sign tomorrow (4/20) or the bill will pass into law without his signature.

Memorial Day Parade Book Sale
We will work out the logistics at our next meeting. Dottie noted that there are many library discards that could be brought up for the sale. Ann called attention to the need for bags. Trustees discussed the plastic bag ban and obtaining bags. Christine mentioned that perhaps we can ask people to bring their own bags. Dottie suggested request be added to the May library newsletter.

9. New Business
Library of Things policy and waiver
Christine expressed that it is excellent.
Jeanne moved that we accept the liability waiver, indemnity form and policy as written.
Library of Things policy and waiver as written. Sheila seconded.
Dottie asked about an event taking place at the Essex Experience in May 15 that she was notified about via an email from the Town of Essex. Wendy clarified, and noted that the library is not taking part.

10. Adjournment
Sheila moved we adjourn the meeting. Jeanne seconded. Passed unanimously. Meeting closed at 7:47pm

Notes on agenda items, voting outcomes.
Minutes submitted by: Andy Kolovos

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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. ****