

Brownell Library Trustees
Meeting Minutes
May 16, 2023

Brownell Trustees in attendance: Dorothy Bergendahl, Andy Kolovos, Christine Packard, Sheila Porter, Helen Donahey, Joe Knox, Lily Larsen (Teen Trustee), Celine Yao (Teen Trustee)

Brownell Staff in Attendance: Wendy Hysko, Director; Hannah Tracy, Assistant Director

Other Attendees: none

Meeting called to order at/by: Andy Kolovos at 7:00.

Agenda Changes/Deletions

It was agreed that issues of sponsorship of the Essex Invitational and Trustee background checks would be discussed during the portion of the meeting dedicated to new business.

Public to be Heard

No members of the public were in attendance.

Announcements

A. Kolovos mentioned the upcoming artist program Friday at 4:30 with El Emigrante speaking about the inspiration of his art.

H. Donahey announced that Essex High School was performing James and the Giant Peach this week with shows open to the public on Friday and Sunday. Sunday's show will include a tea party.

H. Tracy told the trustees about an upcoming program titled "Bees Besieged – A History of Beekeeping" taking place on Wednesday May 17.

Minutes of Tuesday April 18, 2023

The minutes of the Trustees Meeting from April 18, 2023 were reviewed. S. Porter made the motion, seconded by D. Bergendahl, to approve the minutes as written. The motion passed unanimously.

Financial Report

J. Knox reported that the Trustees' checking account balance is currently \$2020.51 and the CD value is \$2,842.83. D. Bergendahl reviewed Brownell's YTD expenses versus budget. With roughly two months remaining in the fiscal year no concerns were raised about line items controlled by Brownell. S. Porter moved that we acknowledge the financial report. H. Donahey seconded.

Reports

The Trustees reviewed the Library Director and Staff Report.

It was noted that there are no current committees and therefore no committee reports that need to be reviewed.

D. Bergendahl and C. Packard reported on recent developments with the Brownell Library Foundation. Foundation members are submitting background check paperwork as required for all library volunteers. Books currently stored in the server room will be moved to a closet currently used by Brownell staff so that staff will have better access to the server room. C. Packard has agreed to take on a role as liaison to the Foundation to help coordinate communication with and between Foundation members.

Old Business

May 11 marked the end of the COVID national emergency declaration. It was agreed that the COVID library operations update could be removed from future agendas.

W. Hysko reported that the Essex Junction City clerk will be moving back to Lincoln Hall in late June or July.

D. Bergendahl reported that in addition to the books currently in the Foundation book sale room, there are books/puzzles/games that the Senior Center no longer has room for. These materials will also be available for the Memorial Day Book Sale.

New Business

W. Hysko and H. Tracy reported that Brownell placed a large order for eclipse viewing glasses in anticipation of the April 2024 complete solar eclipse. The Trustees discussed the difficulty of holding any type of major program on the day of the eclipse. D. Bergendahl made a motion that Brownell staff focus their efforts around programming events to be held in advance of the eclipse instead of conducting an eclipse viewing event. S. Porter seconded this motion and it passed unanimously.

L. Larsen requested that the Trustees consider sponsoring the upcoming Essex Invitational Track & Field Meet to be held at Essex High School Memorial Day weekend. Sponsors will be listed on the back of a t-shirt to be sold at the event. D. Bergendahl made a motion that the Trustees should agree to be sponsored. The motion was seconded by S. Porter and passed unanimously. Sponsorship levels were reviewed and S. Porter made a motion that the Trustees allocate \$200 from their checking account for this purpose. D. Bergendahl seconded the motion and it passed unanimously. W. Hysko will work with L. Larsen to secure a copy of the Brownell logo.

D. Bergendahl made a motion that Brownell Library Trustees should complete the background check application required for library volunteers. S. Porter seconded the motion and it passed unanimously.

Adjournment

S. Porter moved that the meeting adjourn and 7:49. H. Donahey seconded and there were no objections.

Minutes submitted by: J. Knox

DRAFT