

Brownell Library Trustee Meeting Minutes
02/18/2025

Trustees in attendance: Alex Carmical, Karen Hergesheimer, Jeanne Grant, Christine Packard, Dottie Bergendahl, Sheila Porter, Beth Custer.
Brownell Staff in attendance: Wendy Hysko and Ariana
Other Attendees: Jessica Dow

Meeting called to order at 7:00pm by: Jeanne Grant
Minutes submitted by: Karen Hergesheimer

Agenda changes and deletions: Karen Hergesheimer will be taking notes

Public to be heard none

Announcements: Raj C will not be running for City Council once his term is over.
Jessica Dow is observing as a potential permanent trustee member.
A thank you card was passed around for Linda C and Jeanne read a letter from Linda to the board.

Minutes of 1/21/24 Trustee meeting: Dottie's name added as minute taker. Jeanne moved acceptance, Sheila seconded, Motion passed.

Financial Report: Checking account \$1859.74, CD \$2918.19. No change in value for other held accounts.

Dottie reviewed the two budget reports for this point in the year. Contract services has used a little more than half and cleaning services is slightly over as well.

Jeanne moved acknowledgement; Sheila seconded. Motion passed.

The financial report was acknowledged.

Library director and staff report:

Discussed the front door being updated for ADA compliance must be pushed into the future due to the significant expense. Any updates this year will only be critical updates.

Puzzles discussed – some are for the swap, and some are for the community puzzle.

Connections and play is a great new program.

Sheila recommended the games galore program.

Gather presentation is now available from Vermont Humanities Council website to watch.

Groups/Programs are not being as widely advertised according to the recent survey, so any word-of-mouth advertising of the programs is appreciated. Discussion of how to advertise programs in new and different ways.

Discussion of how to bring back events like the Block Party which take a lot of people and effort to produce.

Committee Reports:

Strategic Plan: 486 responses to the survey, one was from the Nepali translation. Group agreed this was a worthwhile effort. Committee is meeting later this week to compile information and plan next steps.

100-year work group – Erin is working on this, making a documentary.

Work group is scheduled to meet in April.

Arianna has been in touch with the historical society to collaborate on the event.

Christine, Helen, Sheila, Beth, Dottie, Erin, Ariana are work group members.

Sustainability work group – Alex provided an update on progress and is working with Erna on moving this forward.

Foundation report: Donation Day was Saturday 2/15, moderate traffic so some members weeded out paperbacks.

Discussion of foundation open house to showcase their organization and raise more funds– April 12 was presented, which is the day of the volunteer party 2-3pm.

Foundation will meet soon to discuss planning the event.

Discussion of tying fundraising into the 100-year celebration.

Suggestion to have book sale volunteers and “other event” volunteers to expand people’s interests in joining the group.

Old Business:

Roof/Building: Wendy is meeting with John Alden and Rick to get RFP out.

Lincoln Renovation: proceeding along well. Parking lot is filling up with trucks and equipment, so Wendy is trying to make sure staff is safe.

Library/City MOU: final draft has been presented to the trustees.

Alex presented his edits and suggestions to the group. Discussion that the overall content is clear.

Motion to approve the MOU as amended by Sheila. Seconded by Dottie.

Motion passed unanimously.

Budget work group – no new updates.

Kolvoord room use – no new updates.

Community Meal went well. Good engagement but lower attendance.

Discussion of Ethics policy and training process.

New Business:

Minute takers for future meetings chosen.

March – Beth C

April – Alex

May – Sheila

June – Ann

July - N/A

August – Christine

March 12 City Council meeting: Jeanne and Wendy will be attending to give Brownell Library update. Jeanne requested achievements and future goals for Brownell.

Dottie – Request City participate in the 100-year anniversary and Trustees are excited about this event.

Sheila – helpful to have guidelines (percentage) for budget this year

Survey was great success

MOU has been created

Library flexibility during the Lincoln renovation

Train Hop success

Staff has done a great job training new staff members and volunteers

Many new programs have been introduced

Library Trustee Role Review – tabling discussion to next meeting

Sheila moved to adjourn meeting; Dottie seconded. Unanimously approved.

Meeting Adjourned at 8:40pm

Minutes recorded by Karen Hergesheimer