

Brownell Library Trustees  
Meeting Minutes  
May 18, 2021

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

Brownell Staff in Attendance: Wendy Hysko; Tracey Durgan

**Christine Packard called the meeting to order at 7:03.**

### **1. Agenda Changes/Deletions**

Joe Knox agreed to take minutes in place of Helen Donahey.

### **2. Minutes of Tuesday, April 20, 2021**

The minutes of the April 20, 2021 meeting were reviewed. A few typographical errors were corrected. Dottie Bergendahl moved that the minutes be accepted as corrected. The motion was seconded by Sheila Porter and passed unanimously.

### **3. Financial Report**

Joe Knox reported that the Trustees' checking account balance is \$2,250.51. The Porter/Frost Fund has a current balance of \$2,307.18. The Brownell Library Foundation recently issued a fundraising letter to the community.

Dottie Bergendahl reviewed the monthly budget report. With only six weeks remaining in the budget year, the lines for supplies, computer replacement and computer expenses are currently running below budget. Wendy Hysko indicated that a number of computer related items have been ordered but not yet billed. Additionally, a second water bottle filling station will be installed and some of this expense will come from the supplies line.

The Trustees discussed that it would soon be time to begin working on the FY 2022 budget.

Sheila Porter moved to acknowledge the financial report. Dottie Bergendahl seconded the motion and it passed unanimously.

### **4. Announcements**

Wendy Hysko announced that there were two staff resignations since the last meeting.

### **5. Reports**

The Trustees reviewed the Director and Staff report.

## **6. Committee Reports**

There are currently no active committees.

## **7. Foundation Report**

Dottie Bergendahl reported that the Foundation Board recently met outside at the new pavilion. The Foundation is actively seeking new members. They will also be looking for volunteers to assist with used book sorting once collections resume. This would be a good project for a local Boy Scouts or Girl Scouts troop.

There was discussion about the influx of used books expected once collections resumed. Wendy Hysko noted that between staff vacancies and the extra demands of operations due to the pandemic, staff would not have the capacity to assist. Dottie Bergendahl asked Wendy Hysko to find out whether it was permissible to place a storage container for used books in the parking lot for a period of time after collections resume to help deal with the expected increase in collection volume.

## **8. Old Business**

Wendy Hysko reported that Brownell would resume browsing by appointment sessions during the week of May 24. There was discussion of the staffing and operational barriers to reopening to on-demand browsing.

Dottie Bergendahl introduced a motion requesting that the library be allowed to close for one day and to discontinue all normal library business during that time so that the entire staff could meet to refine the plans for returning to more normal operations. Jeanne Grant seconded the motion and it was passed without dissent.

Wendy Hysko reviewed the phased reopening plan prepared for Brownell Library. Brownell will enter phase 2 on May 25 when it opens for browsing by appointment only. The goal is to enter phase 3 (open for on-demand browsing) during the first week in July.

Dottie Bergendahl moved that the phased reopening plan be approved as updated. Sheila Porter seconded and the motion passed unanimously.

## **9. New Business**

Wendy Hysko reported that Brad Luck is doing a great job of both keeping Brownell staff informed about developments relating to the possible separation of Essex Junction from Essex Town as well as asking for their input on issues that might affect Brownell.

The Trustees expressed concern that the Village might not be offering a competitive pay rate for new library staff given the tight job market and the fact that several other local libraries are currently recruiting for open positions. The Trustees reaffirmed the desire to focus on the recruitment of highly

qualified individuals for the two positions currently open at Brownell. The Trustees agreed to revisit the issue at the June meeting at which point there might be more clarity around whether starting salaries are impacting the ability to recruit and retain qualified staff.

#### **10. Adjournment**

Dorothy Bergendahl motioned for adjournment at 8:47. Andy Kolovos seconded the motion and it passed unanimously.

Minutes submitted by Joe Knox.

DRAFT