

Brownell Library Trustees Meeting Minutes 08/17/2021

Brownell Trustees in attendance: Dottie Bergendahl, Beth Custer, Jeanne Grant, Andy Kolovos, Christine Packard, Sheila Porter, Anne Wadsworth, Isabella Silva (Teen Trustee).

Brownell Staff in Attendance: Erna Deutsch, Hannah Tracey

Other Attendees:

Meeting called to order at/by: Christine at 7:02pm.

Notes on agenda items, voting outcomes.

Minutes submitted by: Andy Kolovos

Meeting opened with Christine introducing the new Teen Trustee Isabella Silva, each Trustee introduced themselves.

1. Agenda Changes/Deletions

No changes/deletions

2. Minutes of Tuesday, June 15, 2021

Dottie moved to accept the minutes. Jeanne seconded. Minutes accepted as submitted.

3. Financial Report

Treasurer Joe Knox is away. Trustees noted that there is usually very little change in the Trustee accounts from month-to-month and, in light of Joe's absence, we will wait until next month for a report.

Dottie reviewed the library budget from the close of the last FY. She noted that, in general, things came in under budget with a few exceptions. Dottie then reviewed the budget for FY22, which began in July. She noted that it is too early in the year to draw any conclusions. Sheila moved to acknowledge the report, Dottie seconded. Financial report acknowledged unanimously.

4. Announcements

The library has hired Chessa as the new Tech Services Assistant.

5. Reports

Library Director and Staff Report (enc)

Dottie brought up the topic of ventilation in the library. Dottie mentioned that, according to the report, several facilities projects undertaken at the library in the past have not been completed as contracted. She detailed some examples, stressing that some of these could have an impact on current ventilation needs. Dottie remarked that it would be helpful if the Village has someone on staff review work by contractors. General discussion of the facilities and their challenges ensued. Christine shared how impressed she is by the extent of the summer programming undertaken by the Youth Department. Trustees discussed the programs, with excited discussion of the slime kit in particular.

Ann asked about the location for the food pantry. Staff didn't know exactly where it will be, but explained it will be placed near the library.

Jeanne asked about staffing. Library is still down two part time circulation positions and one shelver position.

6. Committee Reports

There are no committees

7. Foundation Report

Dottie discussed the revived collection of books for the book sale and the event held on July 24, 2021 at the Pavilion. There will be a second book collection on 8/28/2021 from 10-12. Dottie described how they have been isolating books and pulling selected donated books for possible addition to the collection.

Hannah explained that having Foundation members make these preliminary decisions was helpful to staff since it would save them time.

Staff suggested holding the event on a regular schedule. Book sale room is open and people are buying books.

8. Old Business

COVID library operations update

Hannah provided an update. There are no more appointments being offered at this time and library is open for open browsing. Masks are required and furniture is still inaccessible to discourage patrons from lingering.

Curbside is continuing, although it has slowed. Library is investigating obtaining lockers to facilitate curbside distribution in the future. Hannah described how the locker system would work. They imagine placing the lockers in the entry vestibule in such a way so that patrons could access the lockers 24 hours a day.

Home card users have been returning to the library as well.

Hannah shared her thoughts on how First Wednesdays might proceed this year.

Christine asked staff about the status of complaints. Erna shared that most of the complaints she's heard relate to the mask wearing requirement, but that most patrons are pleased the library is open.

Essex Junction Independence plan update

Sheila shared what she has learned through her committee involvement.

9. New Business

Potential new hours after full reopening

Monday, Wednesday, Friday: 9-8; Tuesday, Thursday 9-6; Saturday 9-5.

Implementation of new hours will be governed by library staffing levels and pandemic-related developments.

Ann and Isabella asked about adult programming. Hannah answered their questions.

Library Budget work group

Dottie shared that we have four weeks to finalize the library budget for FY23. Trustees discussed the staff and trustee composition of the working group, scheduled the first working group meeting and tentatively scheduled the following two meetings.

Staff appreciation

Sheila proposed having East Coast Ice hold a staff appreciation event like the Ben and Jerrys event last year. Trustees charged Hannah with making inquiries with staff about the kind of event they would like.

10. Adjournment

Sheila moved to adjourn. Jeanne seconded. Meeting adjourned at 8:10pm.

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. ****