

Brown Memorial Library Trustees Meeting
5/17/2023
Minutes

Meeting brought to order at 5:45 p.m. at Brown Memorial Library

Present: Secretary Caitlin Banaszak, Treasurer Jason Grey, Library Director, Ellen Barselle, Chair Devin Pendleton, Laura Beaton, Maria Storm, Robin Steiner

Correction to April minutes: We made the motion and voted in favor of moving forward with the best fit proposal for the mini splits once that best fit could be verified by Laura's research and follow up questions to the companies. Jason's last name was also spelled incorrectly ("Gray" should have said "Grey")

Motion

We still have 8 trustees but Robin has volunteered to be an alternate, so we can have 7 officially. Caitlin needs to be sworn in again.

Treasurer's Report:

An increase on the miscellaneous funds line due to some of our tax payment being returned, Jason is looking into this.

First town appropriation was received for the year.

We may have 1 more oil payment coming out for winter/spring months.

Did we finalize a summer reading program budget? Ellen can tell us exactly what she needs.

Audits – they want to see the TD Ameritrade check for our investment account and a couple other small things. Jason is taking care of it.

Our TD Ameritrade account has been sold to Charles Schwab. It does not affect us.

Jason gave our quarterly investment account update.

Directors Report:

Two of the four summer programs are free, two we will need to pay for.

Programs include:

July 3rd or 7th – Virtual Reality with Geoff Cook from NEC

July 10th – Art with Anne Kratz

July 21st – Search and Rescue dogs demo and forest safety

July 28th – Face painting, balloon animals, popicles

Ellen has 2 more staff reviews to still be completed.

Devin will finalize the survey monkey for staff to evaluate Ellen

Memorial Day Plant and Book Sale will be on Saturday May 27th from 9am-1pm. Maria

and Robin will work the 9am-11am shift and Laura and Seth will work the 11am-1pm shift.

Miscellaneous

We should create a wish list for potential grants. We also need to create a formal strategic plan.

We should have a survey at the book and plant sale to ask people what they would like to see our library offer or provide that we do not currently. We should also make sure people are more aware of the Libby app – everyone with a library card has access to online books and audiobooks. We should come up with a draft survey for the Memorial Day sale and then possibly put it other places around town.

Laura and Maria gave a review of the NHLTA Conference.

A budget committee representative has been assigned to the library trustees and will be coming to a meeting(s) later in the year.

Devin motion to adjourn at 6:52, all seconded. Meeting adjourned.

The next meeting of the Brown Memorial Library Trustees will be held Wednesday, June 21, 2023, 6:30 p.m. at Brown Memorial Library.