1. Meeting called to order at 4:38 p.m. Present were Jane Southworth, Pam Becker, Howard Burrows, Connie Bresnahan, Susan Troy, Jennifer Lann, Elizabeth Tannenbaum, Starr Latronica, Absent: Jeanne Walsh, and Lindsay Bellville. Katie Montgomery.

2. Agenda Reviewed, no changes.

3. Public Comment- none

4. Minutes of January 5, 2017 were approved as presented.

5. Old Business. We reviewed the current draft of vision, mission statements and Service Priorities and made changes. Current version attached to these minutes.

6. New Business. none

7. Adjournment at 6:00 p.m.

1. **Vision:** The vision of Brooks Memorial Library is that all members of the community recognize the value of the library and utilize its resources to spark curiosity, enhance their lives, and achieve their aspirations.

2. **Mission:** The Mission of the Brooks Memorial Library is to connect people and resources to inspire, inform, and empower our diverse community.

   To accomplish this the library
   - Provides free and open access to materials, resources, and tools to advance individual and collective exploration;
   - Convenes conversations and creates collaborations and connections with leaders, organizations, and individuals within the community. (ALLITERATION??)
   - Offers cultural and educational opportunities and experiences through programs, meetings, and exhibits within the library space and in other venues. (REVISIT “OPPORTUNITY AND EXPERIENCE”)

**SERVICE PRIORITIES**

To achieve the vision and mission, the Staff, Trustees, and Friends of Brooks Memorial Library will make the following service responses and associated actions their guiding and organizing document for the years 2017-2021.

Brooks Memorial Library (BML) will:

1. Stimulate the imagination of library users, and support life-long learning through assistance, resources, and programming for reading, contemplating, viewing, listening, and conversing.
   a. Engage members of the community for input on collection development and programming choices.
   b. Classify/Catalogue materials to ensure effective access points for patrons/users. (??? Some questions re words).
   c. Provide expanded access to materials far beyond the BML collection through inter-library loan. Cooperate with other Vermont libraries and the Vermont Department of Libraries to improve resource sharing through courier services and catalog/resource sharing software.
   d. Regularly promote the opportunities and possibilities offered by the library for broad community awareness.
   e. Engage the arts community to create a vibrant art presence in the library.

2. Support young readers from early literacy on.
   a. Implement a “1000 books before Kindergarten” program.
   b. Offer a weekly “lapsit” program for ages birth through 18 months.
c. Color code books in the EASY book section to help parents and children find books for their reading level. *(do we need the explanatory sentence which is now removed?)*

d. Overhaul the nonfiction section by weeding outdated and underutilized titles; reallocate shelf space by identifying subject areas which need additional titles and subject areas which reflect current demand and use patterns. Purchase new titles to satisfy identified needs. *(changes from Lindsay?)*

e. **Starr/Lindsay add verbiage regarding community literacy/modeling.**

3. Support teens by providing materials, resources, and programming for education, entertainment, and engagement.
   a. Relocate all YA resources to the new YA room including fiction, graphic novels, and nonfiction. Investigate relocating YA movies to new YA room. Order missing titles to complete book series identified by weeding project.
   b. Involve teens in planning programs, and suggesting materials and resources they would like BML to offer.
   c. Have a contest to name the new YA Room culminating in an official Grand Opening of the space.

4. Foster technological understanding and confident, creative participation in an interconnected world.
   a. Provide assistance with, and access to current and emerging technologies on public and personal devices.
   b. Launch a technology program series for the public. Emphasize cooperation between youth services and adult services in designing the programs.
   c. Expand public access computing with new laptops and workstations in renovated space.
   d. Create technology-focused guides to help patrons increase their knowledge of digital tools in the library and beyond.
   e. Redesign the BML website for easy navigation by the public and easy maintenance by staff on a wide variety of computers and mobile devices. **Integrate third-party services (do we need an example here??) as seamlessly as possible while helping patrons understand the differences among the various services on the site. (whew!! This needs help.)**
   f. Review the library’s privacy policies and practices and make them as transparent as possible to users, including information about third party digital services. *(needs help for clarity)*

   g. **Explore the feasibility of acquiring library cards on line and registering for programs on line.**
5. Provide welcoming physical and virtual spaces for library users.
   a. Offer a variety of areas to allow for mixed use of space within the library:
      - Provide comfortable spaces for reading, working, and relaxing; quiet
        spaces for reading, study; space for people to interact without
        interrupting others; small meeting rooms for public use, including
        tutoring, space for snacks, coffee, tea.
      - Provide private space and resources to conduct research on genealogy
        and local history.
      - Construct and enhance physical space dedicated to preserving,
        cataloging, and displaying the library’s fine arts collection.
   b. Institute policies and explore efforts to ensure access and diminish
      barriers.
      - Provide friendly, respectful, efficient, and precise customer
        services to all populations.
      - Provide an informed, welcoming, professional staff to offer
        support and answer questions.
      - Seek opportunities to provide experiences and resources in a
        variety of community locations.
      - Provide clean, handicapped accessible, updated bathrooms.
      - Strive to ensure better physical accessibility for all.

6. Strengthen the community through awareness, engagement, and collaboration.
   a. Establish a database of local resources across agencies, organizations, and
      individuals.
   b. Convene community conversations to promote civic discourse.
   c. Partner with agencies, organizations, and individuals to provide a broad
      spectrum of educational, recreational, and cultural programs for all ages.
   d. Provide a community “hub” bulletin board space for PATRONS to post
      messages, business cards, events, services.

7. Information Literacy—Enable library users of all ages to find and evaluate
   information, think critically, and make decisions based on reliable information.
   a. Provide continuing education to keep staff current regarding information
      literacy.
   b. Offer public programs for all ages on information literacy topics such as
      protecting digital privacy and assessing quality of information. Design
      programs with collaboration from both youth and adult services staff.
   c. Create guides that help patrons develop information literacy skills.
   d. Review the library’s privacy policies and practices and make them as
      transparent as possible to users, including information about third-party
      digital services.