Present: Trustees Jennifer Rowe, Howard Burrows, Jane Southworth, Connie Bresnahan, Leo Schiff, Adam Franklin-Lyons, John Woodward, and Elizabeth Ruane. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Circulation Manager, Courtney Carey; Recording Secretary, Jane Fletcher. Absent: Sirkka Kauffman

Call to Order: Jenny called the meeting to order at 4:47pm.

Agenda Changes or Additions: Courtney Carey, the new circulation manager, was introduced.

Public Comments: None

Minutes of April 9, 2019: Jane moved to accept the minutes. Connie seconded. Passed.

Committee Reports:

A. Friends of the Library: Jenny attended the April meeting. The Friends will hold their annual meeting at 4:30pm in the Library Meeting Room on May 15th. Adam will attend the meeting. Board members were reminded of the dates that they signed up to attend the Friends’ meetings.

B. Building and Grounds Committee: See minutes. Connie showed mock-up of furniture styles and placement provided by the supplier.

C. Finance/Asset Development Committee: See reports. The availability to use Endowment funds as matching grant money may open up grant application possibilities.

D. Fine Arts Committee: Minutes were not available prior to the trustees’ meeting. Howard reviewed progress in area of preservation, inventory, collection assessment and that the six-month plan will include workshops on preservation and cleaning.

E. Planning Committee: See minutes. Due to other obligations of committee members and staff, the next meeting will be held at the end of June.

F. Technology Committee: See minutes. Survey receiving a good response. The results will be integrated into the RFP.

G. Advocacy and liaison to national and regional library organizations: Starr and Howard attended the Town Officers’ Education Conference on April 11, as a result, Starr has begun adding information to Front Porch Forum. Howard and Starr are discussing with the Town Planner ways the library can interact in the development of the next Town Plan. The question was raised concerning whether other Vermont libraries are aware that Brooks has the Foundation Center database available.

H. Department Reports: see reports.
Continuing Business:

Adoption of a six-month agenda for each standing committee and Board role: Jenny provided a summary of each committee’s six month plan. Members will review and the board will vote on them at the June meeting.

1) Fine Arts has not yet been received.
2) Committee chairman are to send names of community members to Jenny.

Consideration of proposed addition to the bylaws concerning committee activity and trustee activity outside the committee structure:

Proposed amendment to the Bylaws (new language is in italics):

Article II

5. Committees

The President of the Board, with the advice and consent of the Trustees, shall each year appoint ad hoc and standing committees to deal with such functions as policy review, long-range planning, finance and asset development, special collections, trustee nomination, technology, and buildings & grounds. The president shall act as, or appoint a Trustee to act as, liaison to various external boards and committees as required.

The Board shall approve a statement of goals for each committee and shall review each committee's activities periodically.

A Trustee shall serve as the chair of each committee. Each committee shall have at least three members, at least two of whom shall be current Trustees. Committee membership shall be publicly posted, and committee meetings are open to the public.

Generally, expenditures of funds are made by the full Board of Trustees on the recommendation of the committees. Votes by the committee to expend funds, whether allocated for the committee's use by the full Board or from some other source, shall require the assent of a majority of the committee’s Trustee members, or if there are only two Trustee members, by all of the Trustee members.

Members of the public, particularly Library staff, bring valuable expertise to the work of Board committees and are encouraged to join at the invitation of the committee chair. Committee members shall have a vote in committee decisions. and Individual committee members may act on behalf of the committee, but only at the explicit request of the committee.

Trustees may act on behalf of the Board outside the committee structure only by receiving prior Board approval for such action. To propose such action to the Board, a Trustee may present a written description of the issue to be addressed, a statement of action steps proposed and resources required, a budget, and a timeline.
Motion: Leo moved and Jane seconded to accept the second reading of the revised bylaw as written; the final vote to be taken at the next meeting. Passed.

Employee leave proposal: Starr’s discussion with Town Manager, Peter Elwell, resulted in the recommendation to streamline the proposal and present the proposal in bulleted items before submitting to the union for approval.

Adjourn: At 5:40pm Leo moved and Jane seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary