BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
July 9, 2019

Present: Trustees Jennifer Rowe, Howard Burrows, Jane Southworth, Connie Bresnahan, Sirkka Kauffman, Adam Franklin-Lyons, John Woodward, and Elizabeth Ruane. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher. Absent: Leo Schiff

Call to Order: Jenny called the meeting to order at 4:48pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of June 11, 2019: Jane moved; seconded by Connie. Passed

Committee Reports:

A. Friends of the Library: Jane will attend the July 17 Friends meeting. The Friends will have a meeting in August; a board volunteer is needed to attend. The book sale earned $3000.00. To date the annual appeal has brought in $13,000.00. The Friends are still exploring fundraising possibilities.

B. Building and Grounds Committee: see report. Ceiling project came in under budget.

C. Finance/Asset Development Committee: see reports.
   Motion: Adam moved that $800; $870; and $1,621 be withdrawn from the Calista, Loud and Legacy funds respectively for the annual draw as proposed in the endowment report. Jane seconded. Passed.

   The committee has identified 3 possible grants to apply for. There may be other possibilities where Brooks is a co-applicant on another organization’s grant for projects that would be collaborative efforts.

D. Fine Arts Committee: has little to report at this time.

E. Planning Committee: see minutes. Next meeting is September 12 at which time the progress matrix will be discussed to consider progress and next steps.

F. Technology Committee: Starr is working on converting the RFQ to an RFP. Green River has not yet provided the expected assistance with this phase of the project.

G. Advocacy and liaison to national and regional library organizations:
   Howard will write a report of his experiences and information gleaned from the ALA conference in Washington, DC. Reimbursement for expenses has been prompt.

H. Department Reports: see reports. Starr will be away from July 19 – Aug 5 or 6th. She has confidence that the library will be in good hands. The second
in the Meg Mott series on the Bill of Rights will be held July 17th at 7:00pm. Kick off for the Downtown Plan will be on Tuesday, July 16th also at 7:00pm.

Continuing Business:

Discussion of Selectboard memo on Opioid Crisis: Jane will revise the draft of the trustee’s support letter from the suggestions provided and email the revision to board members. Any further edits should be sent to Starr who will then discuss with Peter Elwell, Town Manager, how best to present to the Selectboard.

Employee leave proposal: The proposal was approved by the Union; the next step is to prepare guidelines and present to library staff. Sirkka will complete the guidelines by the time Starr returns in early August.

Trustee training, September 28th? Format? No August date could be confirmed to accommodate all interested parties. The new proposed date is September 28, the format to be a regional presentation in the morning with Brooks specific session in the afternoon. Starr will contact Lara as soon as date confirmation is received.

New Business:

Trustee training with Vermont Department of Libraries: see above.

Adjourn: At 6:03pm Jane moved and John seconded that the meeting adjourn.