BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 10, 2019

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

Call to Order: Jenny called the meeting to order at 4:50pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of July 9, 2019: Connie moved; seconded by Sirkka. Passed

Committee Reports:

A. Friends of the Library: Howard attended the August meeting. Fund raising is going very well. The Friends will be burying new laptops for the library to have available for patrons to check out. Friends are working with Vermont Folklife as part of the Brattleboro Words project. The next meeting in September 18; Connie will attend.

B. Building and Grounds Committee: no meeting this month. Starr, Courtney and Jeanne went to Burlington to look at chairs. A quote is expected soon. The teen room has new chairs.

C. Finance/Asset Development Committee: Several budgets will have to be adjusted down slightly due to a book-keeping error in the roll-over funds from 2018. Full details will be presented at the October meeting.

The committee is looking at options beyond just mailing letters for the annual appeal; online, target amounts, etc. Three grant opportunities have been identified that may help with buying furniture, art and collection preservation, and purchasing a new sound system for 1st Wednesdays.

D. Fine Arts Committee: see meeting minutes.

E. Planning Committee: Next meeting is October 3 at which time the progress matrix will be discussed to consider progress and next steps.

F. Technology Committee: RFP is completed and awaiting replies. Reading of the bids will follow the established procedures. Library staff is still conducting interviews with patrons on use and familiarity with the existing website to help improve the new site.

G. Advocacy and liaison to national and regional library organizations: Howard attended the Association of Rural and Small Libraries conference. He will write reports for all of the conferences and trainings that he has attended this summer.
Department Reports: see reports. In addition to Starr’s report, the library will be open late on October 19th, as part of the Literary Festival, for a 30th book party with Archer Mayor. The library will also be open Sunday Oct 20th for Literary Festival events.

On September 21st in conjunction with the Downtown Brattleboro Alliance better block proposal, there will be a walk up Main Street to the library. Participants will have streamers with their favorite books printed on which will then be used in an art project in front of the library.

There is EAP training for the staff on September 26.

Motion: Howard moved that $300.00 be approved from Board Approved Projects account to provide refreshments for 20 staff members. Sirkka seconded. Passed.

All full-time staff will be added to the rotation to attend Trustees’ meetings.

The library may have to close one morning for the staff to attend an event. Starr will keep the board informed.

Jeanne reported that the library will be dropping Lynda.com access due to new requirements that the library is not willing to support.

The library will be contracting with an archivist to identify archival quality material. This may help with one of the grant applications as it shows that the library is already showing competence in this area.

Continuing Business:

Discussion of position statement re: opioid crisis: The Trustees will not present a letter of support at this time. Something may be put in the Library section of the Town’s Annual Report.

Employee leave proposal: Instructions for applying have been made available to the staff. One person has applied. Starr and Sirkka will review the application. Another opportunity to apply may be available in January.

Trustee training, September 28th: Regional training will take place in the morning; local in the afternoon. Starr will send the trustees the schedule.

New Business:

Director’s evaluation: Staff will be surveyed and patron feedback sought. Jenny, Connie and Sirkka will assess. Leo, as Vice-chair, may observe.
Pay for part time employees: The Town has contracted with an HR consultant to survey what part-time employees are paid elsewhere. The results will be available prior to finalizing the next fiscal budget.

Adjourn: At 6:15pm Connie moved and John seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary