Present: Trustees, Jennifer Rowe, Howard Burrows, Leo Schiff, Sirkka Kauffman, Adam Franklin-Lyons, and John Woodward. Absent: Jane Southworth, Connie Bresnahan and Elizabeth Ruane. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsay Bellville; Recording Secretary, Jane Fletcher; Town Manager, Peter Elwell; and Town Human Resources Director, Sally Nix.

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

Agenda Changes or Additions: None

Public Comments: None

Minutes of November 12, 2019: Leo moved to accept the minutes; seconded by Sirkka. Passed.

Committee Reports:

A. Friends of the Library: Howard attended the November meeting. The annual fund raising campaign is doing well. The Friends like to support new offerings at the library so have asked the library to include the downloadable book fees, which are now a standard service of the library, in the library budget rather than the Friends budget. Howard will attend the December 18th Friends meeting and Jenny will attend the January meeting.

B. Building and Grounds Committee: No meeting was held.

C. Finance/Asset Development Committee: See reports. Minutes of the December 16th meeting forthcoming. The postage line is overspent because it incorporates the courier. That line has been increased in the FY21 proposed budget.

D. Fine Arts Committee: No meeting was held. The committee is still short members.

E. Planning Committee: No meeting was held.

F. Technology Committee: The contract with the website vendor is being reviewed by the Town Attorney prior to implementation.

G. Advocacy and liaison to national and regional library organizations: Howard’s article in the VLA newsletter was distributed. The reports on the other summer meetings attended are still to come.

Department Reports: see reports.
Continuing Business:

**Pay for part time employees:** Town Manager, Peter Elwell, gave a lengthy explanation of the process the town is following to provide more equitable pay for non-union staff. The process will move forward in January during the FY21 budget process.

**Community engagement and outreach:** Starr provided Lara’s matrix which asks Trustees to indicate other interests and abilities that could be beneficial in supporting their role as a trustee. Howard, Jane, Sirrka, John and Leo will be an adhoc committee exploring possibilities for collaboration with regional libraries.

**Revise Circulation Policy:** the policy is part of the Catamount Consortium rules and does not require a policy change at the library level.

New Business:

**Revise Behavior Code:** The first reading of the revised code was approved. See text below.

**Brooks Memorial Library Behavior Code**

Brooks Memorial Library supports the *Library Bill of Rights* in all its interpretations by the American Library Association.

**Purpose:**

The purpose of the Behavior Code is to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Library; promotes the safety of the general public and the Library staff; and protects the building, furniture, equipment, and materials of the Library.

**Rules for Library Behavior:**

- Show respect for everyone in the Library. Use appropriate language and behavior. Behavior that is disruptive or disturbs others is prohibited. Harassment of any kind will not be tolerated.

- Treat Library property with care. Theft of Library property or any purposeful damage done to the material, equipment, furniture, building, or property of the Library is against the law.

- Personal items should not be left unattended and walkways must be kept clear at all times. Library Staff cannot hold personal items for patrons and will not be responsible for any personal items left unattended.
• Weapons of any type are not appropriate in the Library.

• Appropriate attire, including shirts and shoes, is required.

• Cell phones and other electronic devices must be set to silent or vibrating mode. Phone conversations must be held in designated areas and maintained at reasonable volume. These areas will be determined by the Library director.

• Food and drink are allowed in designated areas only.

In accordance with town policies and state law:

• Smoking, alcohol and illegal drugs are not permitted in the Library.

• Animals are not permitted, with the exception of service animals.

• Soliciting is not allowed.

Library staff has the responsibility and the authority to take steps to ensure that the rules are enforced. The judgment of the Library staff shall determine what is considered inappropriate or unsafe behavior. Please bring any concerns about possible violations of this policy to the attention of the Library staff.

**Note taker for Board meetings:** The board thanked Jane for her services. Hollis Carlisle will take the minutes starting in January.

**Board positions:** The three board positions available in 2020 are held by Connie, Jenny and John. John and Jenny have expressed interest in continuing on the board. Also, Adam plans to resign before the appointments are made by town meeting in March so the remaining year of his term will also need to be appointed. Adam, Howard, Leo, and Jenny will serve on the nominating committee.

**Adjourn:** At 6:15pm Leo moved and Howard seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary