1. Call to Order / 4:45 PM
1. A. Agenda/Changes or additions
1. B. Public Comments
3. COMMITTEE REPORTS
   A. Asset Development Committee.
      • Meeting 20150707--Adam
      • Treasurer’s Report June 2015—Adam
   B. Friends of the Library
      • Activities update—Mary Ide
   C. Fine Arts Committee
      • Meeting 20150708--Howard
   D. Building/Grounds Committee & Planning Committee
      • Reports of the June 11, 18, 25 meetings with the architect
   E. Technology Committee.
      • Meeting 20150624
   F. Teen Advisory Board
      • Activities update—Debra
   G. Library Director Recruitment Committee
      • Status update-Jerry G.
   H. Vermont Library/Trustees Association
      • Update—Howard
4. UNFINISHED BUSINESS
   A. Board of Trustees By-Laws review (every 3 years.)
   C. Restoration of Library Hours in September
5. NEW BUSINESS
   A. *Maker Programs in Vermont Libraries* grant
   B. August meeting
6. OTHER
   A. Department Reports: Library director; Reference Librarian Reports; Children’s Room Programs’ Report; Library Statistics
   B. Gifts, donations
7. ADJOURN

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1. Minutes of June 9, 2015
1.a. Fine Arts Committee Minutes July 8, 2015
1.b. Asset Development Committee Minutes, July 7, 2015
1.c. Technology Committee Minutes June 24, 2015
2. Library director's Report
3. Reference Librarian's Report
4. Youth Services Report
5. Treasurer's Report FY 2015 YTD
6. Endowment and Investment FY 2015 YTD
7. Town Budget Expenditures & Revenues FY 2015 YTD
8. Library Statistics YTD
9. Board of Trustees By-Laws (January 2012)–REVIEW
10. Library publicity
Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loeyv-Reyes, Jane Southworth, and Susan Troy. Also present were Library Director, Jerry Carbone; Youth Services Librarian, Lindsay Bellville; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Robert Stack.

1. Call to Order:
   Pam called the meeting to order at 4:45.

1A. Agenda Changes or Additions:
   Howard will speak about a safety/emergency procedure during the Technology Committee’s report.

1B. Public Comments:
   None

2. Minutes of May 12, 2015:
   Howard asked that the minutes reflect his relationship as a liaison to the Vermont Library Association/American Library Association. Upon motion duly made and seconded, the minutes were accepted as amended.

3. Committee Reports:

   A. Asset Development Committee:
      Adam reported that a $200,000, one-year Certificate of Deposit at Brattleboro Savings and Loan Association has been opened.
      Adam also reported that our portfolio manager, Prentiss Smith & Company, is now charging an annual management fee of one-half percent. Upon motion made by Jane and seconded by Jerry G., the Trustees voted to authorize the signing of a Fee Management Agreement with Prentiss Smith & Company as recommended by the Asset Development Committee.
      Adam then discussed the Ronald Read event, noting that the anticipated cost of a suggested speaker was higher than expected. Speaking on behalf of the Friends, Mary indicated their willingness to support some of the expenses, but also voiced the Friends’ concern that the event not be perceived as a political event. The Trustees discussed alternative speakers and options for creating a scholarship using Read funds. The Asset Development Committee will continue this discussion.
      Lastly, upon motion made by Adam and seconded by Jane, the Trustees voted to fund staff improvement projects up to $20,000.

   B. Friends of the Library:
      Mary announced the Strolling of the Heifers book sale was successful, earning nearly $2,000 to date; the next book sale will be in December. She also reported that the summer newsletter is being mailed out later this week and that a chamber music event is being planned for July 24.
C. Fine Arts Committee:
Howard reported that the Committee is discussing maintenance of its artifact collection. Jerry C. reported that a contract has been reviewed in connection with the Eric Carle picture book exhibit, indicating that the Friends of the Library will be sponsoring this exhibit.

D. Building and Grounds Committee:
The Trustees briefly discussed the special facilitated meeting held on May 28, noting that a meeting with architect, Chip Greenberg, is scheduled for June 11. Jane indicated she would be scheduling a meeting of the Planning Committee so as to keep it involved with the ongoing Refresh, Replace, and Renovate discussions.

E. Technology Committee:
Jenn reported that BiblioBoard, an e-book platform subscription, was now available, however it is still being tested off-site. Jerry C. gave a brief demonstration to the Trustees. Jenn also reported that the laptop donation is on hold, an update to the printer/scanner/copier is being considered, and that a new position - Electronic Services and Support Specialist - is being advertised.

Howard asked if an emergency procedure or protocol was in place to deal with situations with patrons that would require immediate action. Jerry C. replied that there is a behavior code in place, which is part of the BML Safety Policies (2010). Susan indicated her willingness to work with the staff in implementing a procedure to deal with a more urgent, critical situation.

F. Teen Advisory Board:
Debra reported that a GED flyer has been sent to Youth Services, and that a date specific has been chosen for a Skype author presentation during literacy week in October.

G. Library Director Recruitment Committee:
Jerry G. reported that the committee is moving along in its search; a job description, as well as information on the Town and the Library has been drafted. A press release announcing Jerry’s retirement and inviting applicants to apply to the position will be distributed in early July. Jennifer will post the job on a library list serve.

H. Vermont Library/Trustees Association:
Howard attended the annual conference, along with several other Trustees.

4. Unfinished Business:
A. Annual Review of Nonresident Fee Assessment:
Jerry C. discussed the annual review of the nonresident fee assessment and recommended an adjustment to make the fee comparable to the Town’s per capita tax support of $64.28. Upon motion made by Jerry G. and seconded by Jane, the Trustees voted to increase the nonresident annual fee to $62 on September 1, 2015 with an increase to $64 on July 1, 2016; the six-month card to $32; and the two-year card to $110, with extra cards remaining at $5.

B. Town Manager’s Review of Town Operations & Financing Planning:
Jerry C. reported on his submission of a draft analysis focusing on improved services, avoiding increases in the Town budget, and the reconfiguring of space. He will continue looking at ways in which to improve operational efficiencies.

5. New Business:
   A. Board of Trustees By-Laws Review:
      Jerry C. then discussed with the Trustees the requirement to review their By-Laws every three years; no action was taken.
   B. Summer Meeting Schedule:
      It was the consensus of the Board that the current work load necessitates at least one summer meeting. The Board scheduled its next regular meeting for Tuesday, July 14, 2015, at 4:45 PM.

6. Other:
   A. Department Reports: Library Director; Reference Libraries Reports; Children’s Room Programs’ Report; Library Statistics:
      See attached reports.
   B. Gifts, Donations, Grants Received:
      No report.

7. Adjourn:
   Upon motion duly made and seconded, the meeting adjourned at 6:40 PM.

Dawn Pollard, Recording Secretary
Jennifer Lann, Board Secretary
Brooks Memorial Library
Fine Arts Committee Meeting
July 8, 2015 8:30 AM

Present: Pam Becker; Judith Bellamy; Howard Burrows; Prudence Baird – Staff: Jerry Carbone. FOL President: Mary Ide Absent: Christine deVallet; Helene Henry; Tracey Devlin

1. Call to order: Howard called the meeting to order at 8:37 AM.

2. Changes to the agenda: Jerry added –consideration to purchase the Jim Fisk bust.

3. Public comment: None

4. Minutes of April 1; May 6: The minutes were approved with the change that Prudence Baird was indeed in attendance at the April 1 meeting.

5. Unfinished Business

- **Summary of Building and Grounds Committee meetings:** Pam explained the process thus far and changes that may occur regarding location of fine arts storage—moved to the backroom of the genealogy stacks. The young adult collection would move into the area which is now occupied by the Technical Services office and Fine Arts storage. TSR might shift to where FA storage is to give staff better line of sight supervision of the area. The B&G committee meeting on July 9 will attempt to prioritize some of these projects.

- **Upcoming exhibits:** *Children’s Illustrators*—Sept/Oct—Judith Oksner; Nov/Dec John Gurney. There was more discussion regarding John’s doing caricatures of kids in November. Pam will inquire whether he has time to do this as a fund raising effort to benefit the picture book collection. Jerry will also send him a thank you and the photo take of Simi with his framed sketch that he did of her. Judith will ask Teta of Insight to contact Jerry to arrange a pickup of the art panels that will be transferred to them.

- **Noted for the minutes only:** The framed photo of the Civil War hospital was taken to Zephyr, taken out of its framed, scanned, and emailed to the National Cemetery Association. Zephyr then replaced the mat with acid free new mat, and reframed the photo with UV protected glass.

6. New Business

- **Alternative Book project:** Mary Ide of the Friends of the Library explained the initiative by the Friends to entice local area artists to participate in an altered book project, which would be a fund raising event for the Friends, as well as earn the artists some funds. The promotion for the event will go out in August with a deadline of September 30 for applicants. Mary is looking for as many as 20 submissions with a minimum of 15. There will be an evening in March when the books will be put on display with a possible talk on altered books and refreshments. Committee members offered helpful advice to Mary on the event.

- **James Fisk bust**—Jerry explained that the loaner of the bust had contacted him about whether the library would like to purchase this work of art. The Friends of the Library hold monies for the FAC to purchase relevant art work for the library. Judith wanted to know who the sculptor was. Prudence expressed some skepticism about purchasing a bust of an historic person whose personal history might be flawed. At the next meeting Jerry will bring any documentation that we have on the bust and the terms of the loan.

7. Other: Judith will contact Tracey regarding her participation on the committee. Mary mentioned the Baroque Quartet Concert sponsored by the Friends that will be held in the Main Room on Friday, July 24. She asked committee members to spread the work.

8. Adjournment: Howard adjourned the meeting at made 9:45 AM.

**NEXT MEETING: August 5, 2015**
Asset Development Committee Meeting
July 7, 2015, 8:00 AM

Trustees: Adam Franklin-Lyons, Pam Becker, Robert Stack, Jerry Carbone
Member-Staff: Jerry Carbone
Citizen Member: Mary Ide

1) Call to Order: 8:00 AM

2) Additions to Agenda - Scholarship at the High school from Jerry C.

3) No public comment

4) Comment on the minutes - spell John Ogorzalek correctly

5) continuing business
   A) capital investments and money for “Renew, Renovate, Replace”
      At one meeting we came up with a $35,000 number, but this was a “feel-good” quote. Then the trustees voted on $20,000.
      Adam explains that this 20K is not the only money to be given, it’s just a provisional promise at the beginning.
      Jerry C. notes that the architect will have a large plan that will take some portion of the money we have set aside. It is also difficult to understand the differences between the 35K, the 20K, and the 120K.
      Robert notes that now we really have 100K and 20K that is already allocated.
      Future money - the draw for 2017 will be around 70K, and we have planned for 50K of that, but the other 20K are not yet planned. There is an opportunity to put some of that money into renovations as well.
Listed Funding Sources:
Current allocation: 120K

20K allocated to “low-hanging fruit” projects and ready to use
100K unallocated
  around 50K planned for matching funds for large projects (HVAC)
40-50K for the architectural projects that the Buildings and
  Grounds committee come up with.

Other funds:
  Wojodowitz - a little more than 10K
  Brooks Building Board - 3-5K
  Future draw on the endowment - as much as 15K for a year or two
  Reed Residuals - unknown quantity.

6) New Business
   Calendar for the 2015-2016 Annual Appeal
     Last time we largely followed Christine’s calendar
     Robert notes that if we have a specific Reed commemoration day (a speak
or otherwise) - this could/should be the kick-off of the annual appeal for this
year.
     Do we want a speaker on philanthropy versus art? general concensus to
not hit Philanthropy to hard (it feels heavy handed) - a speaker on life-long
learning?
     Mary suggests libraries in the digital age.
     The question may come down to who can we get to speak that would be
high-profile enough. Another option is a commemorative night for Jerry
Carbone.
     Last year, Richard Michaelman spoke on Oct. 10th
     This is a decent time to aim for the first event - some set of talks about
where libraries are.

     The dates we thought about for Hightower are both good dates - the 15th
or 22\textsuperscript{th} of October (Thursdays).

Various suggestions of speakers:
Marris on the History and Future of Libraries?

Richard David Lankis - Syracuse U. might be a good option - he has talks on Vimeo and Youtube.
Roger Darton is another option (Harvard’s librarian); or someone from the Burkman Center - also Harvard?
Lawrence Lessig?

Several members said it would be great to have wine and cheese. Robert Stack noted that this could make policing of age and attendance quite difficult.
Mary suggest possible attendance for only donors/friends only for wine and cheese prior in the meeting room upstairs and then everyone could go downstairs for the talk which would be open.

Next meeting - bring letters and bring envelope, thank yous, etc. and think about what we need to change.

7) Time of Next Meeting provisionally August 11\textsuperscript{th} at 8:00AM

Minutes Prepared by Adam Franklin-Lyons
Brooks Memorial Library
Technology Committee
MINUTES
June 24, 2015
8:30-10 AM, Meeting Room

Present: Howard Burrows, Adam Franklin-Lyons, Jennifer Lann (minutes-keeper), Debra Loevy-Reyes
Staff: Jerry Carbone, Jeanne Walsh

1. Call to Order / 8:30 AM
2. Agenda/Changes or additions (See #7 below)
3. Public Comment (None; no public)
4. Minutes of May 20, 2015 (Approved)
5. Old Business
   - Laptop donation:
     - Recent email from donors reiterates “Not yet.”
     - Jeanne will check with the Rutland library, which was slated to be the first recipient.
   - Printer/Scanner/Copier:
     - Jeanne talked to Randall from Rutland about their experience switching to SymQuest, which is near them and provides wonderful service. SymQuest is about to be sold; impact to be determined.
     - We have choices beyond SymQuest (e.g., Newton Business, Conway). Rutland says all are comparable price-wise, but all with different package configurations, so he says go with who you want to work with. Adam pointed out it might also be helpful to choose the ideal package.
     - Rutland kept their coin-op b&w copier—good and easy for basic patron use. We probably want to as well.
     - Although all Rutland staff are trained, the patrons who use the more advanced tools know what they’re doing.
     - Rutland charges $.15 b&w, $.35 color with a small profit annually ($200-300). We currently charge $.10 and $.25, and $2 for the first five pages scanned. Staples charges $.085 cents for up to 100 b&w copies/printouts and $.42 for up to 50 color copies/printouts.
     - Rutland had to do a lot with DII who does our fiber network to work around their coin box they had recently invested in at great expense, and R. is thinking we might have a better experience with DII because we don’t have a coin box to accommodate. So, they recommend having a coin box that comes with the system we purchase so it’s already compatible.
     - We currently use the honor system for payment. Staff sometimes have to enforce it. Jerry analyzed use and payments a couple years ago, and it was a fairly close match.
     - Will the display show the cost of the print/copy/scan job? (That would be helpful to avoid errors after the person pays.)
     - We might need a separate machine for Userful, which is on the public computers. For example, it doesn’t use wireless. We are looking towards having fewer Userful workstations—for example, using the future laptops as stations. We need to make sure the Userful machines can print.
     - Newton is working on a proposal for us.
     - Conway remains interested in our business.
○ **Next Action for Jerry:** Talk to Userful about printing.

**Electronic Services Support Specialist position:**
- 6-7 applications; 3 strong, 2 of which were very strong but with very different profiles.
- Bringing both in for second interviews if both remain interested.
- Each would need at least two weeks’ notice for their current work.
- Perhaps end of July for target start date.

**Library school student support of digital scanning project:** Our request is under consideration by the offering institution, and they’ll get back to Jerry within several weeks for an undetermined August visit.

**Makerspace grant for toolkit for Children’s Room programming:**
- Jerry checked with the town’s grants projects officer, and since there’s no money involved, we don’t need to apply via the town.
- Aug. 3 application deadline; August 15 award date.
- It’s a two-year commitment requiring two or more programs in the first year, plans for future programs, and willingness to describe our experience in a conference or workshop.
- Jerry is talking with Lindsay and Paige about feasibility.
- Howard wonders if they need volunteers—at BAT (Brattleboro Area Techies), he talked about it. One works at KidsPlayce.

**BiblioBoard:**
- We’ve resolved the offsite login issue.
- Jeanne wonders if a login is required to access what we scan.
- **Next Action for Jerry or Jeanne:** Ask BiblioBoard if they could make available self-curated items without a login.
- Jerry and Jeanne looking to how to advertise it.
  - Download apps to our iPads.
  - Feature on the website.
  - Advertise at the main desk with the paper propaganda BB sent.
  - Put in newsletter.
  - Orient staff via a workshop.
  - Announce in the newspaper—combine with announcement of new Electronic Services Support Specialist. (Deb’s suggestion.)
  - Introduce SELF-e at Literary Festival.
  - Provide community workshop for Creator (the self-curating tool).
  - Present in stages, and with the new Electronic Services Support Specialist.
- **Next action for Jerry or Jeanne:** Find a volunteer who’s willing to try out SELF-e. Deb volunteered her children’s writing. Or talk with someone who has used SELF-e and ask them about the experience.
- **Next action for Jeanne:** Coordinate with Maple Leaf Writing Project for the future. Deb’s kids for guinea pigs to try SELF-e.
- **Next action for Jerry or Jeanne:** Newspaper article to feature both new staff member and new tool.

6. **New Business**

**Digital Public Library of America: Usability survey, June 26:**
- 10 a.m.-2 p.m. Angele Mott Nickerson will be testing.
- She designed the new VT Dept. of Libraries website.
- We met her at VLA and asked her to include this library in her testing.
- Jerry is looking for freebies from town as a thank you.
o Jerry has a press release that went to the Reformer.

o **Next action for Jerry and Jeanne:** Ask volunteers, board to participate in testing.

o Jeanne will observe to learn more about usability testing.

o Jeanne’s shared insights from VLA session on website design:
  ▪ Takeaway: “I can’t emphasize enough—take away the words.”
  ▪ Same with in signs: need to read from 6 feet away or it’s a flier.
  ▪ “TLDR” (too long didn’t read). There’s a podcast by that name.

7. **Additions to the Agenda**

- Announcement: **Children’s room launched FB page.**
- **Howard’s June 23rd email about library director recruitment:**
  - Jeanne expressed concern that the staff have not yet had input into the job description.
  - **Next action by Jerry:** Jeanne, Lesley and Lindsay will be sent login access today.
  - Plan is to advertise by July 10.
  - Jerry G. working on a press release of retirement/search.
  - **Next actions by Howard:** Email Jerry G. feedback. Howard also plans to contact Jane as Planning Comm. chair.
  - **Next action by Jerry:** Will give Jerry G. heads-up that Howard will contact him and that Jerry C. will solicit feedback from the staff supervisors.

8. **Adjourned at 9:58 a.m.**

**NEXT MEETING DATE:** July meeting TBD via Doodle
Building and Grounds Committee Meeting 6/11/15
Start Time: 9:00
Present: Jerry Carbone, Jane, Therese, Jeanne, Leslie, Jay, Paige, Marybeth, Pam, Christine, Howard, Lindsay, and Chip Greenberg

Pam opened meeting
Minutes approved from last meeting with Amy Howlett
Introduce Chip Greenberg

I. Goal for the meeting
Chip: Identify the new spaces we are looking for or the repurposed spaces. Put ahead of refurbishing spaces etc. Put those spaces aside for the moment because those are okay, but the shifting spaces are paramount. Start off by identifying all the spaces and make the plans reflect the thinking of what is where, the next thing would be to go around and focus the microscope a little more to go around to each of those spaces and think about the detail needed in each of those spaces.

II. Functions vs. Spaces
Chip: This is a major criteria. This is a very well designed building. What functions have inadequate space, perhaps a space is too small. What spaces are inadequately used, perhaps there are spaces that are too large. Could areas be rededicated to something else? Result of those two things, what are drawbacks to proposed improvements to a space? More bookshelves, storage, light? that kind of thing.

III. Evaluating Spaces
Chip: Is it easily accessible by those who are using it? Adequate for the people the furniture that is in the space, the books etc. Some spaces want to be open, some want acoustic or a sense of privacy, another thing to consider. Also natural or borrowed light? This building is nestled into a hillside, so there is less natural light than buildings built in more open spaces. Buildings historic stance? Take that into consideration when undergoing big architectural changes. Two categories of acoustics. One is internal absorption in the room. The other aspect of acoustics is sound coming in from neighboring spaces. Artificial light is relatively easy to fix and technology infrastructure.

Chip: Right now things that we don’t want to worry about...cleaning spaces, furniture falling apart, moving chairs and tables. We will deal with that later. Primary importance is identifying spaces at this point. Comments?

Jeanne: You’re right we have done a lot of brainstorming, and it is nice to begin the next stage of the process.

Chip: I was going to take all the things from the brainstorming session, but I thought I would rather start fresh with a focus on talking specifically about spaces. The rest of this is just a list of all the spaces, and if I have missed some, please catch me up on them. They could be mislabeled etc., we shall see.

Chip: Let's start here with things, where function and space are not fitting well.
Therese: This room. It’s called a Meeting Room, but it really is a multi-purpose room, and in more ways lately.

Chip: Starting with the Meeting Room. Let’s talk about spaces functions and adjacencies. What doesn’t work about this space? What would you like to see done here?

Lindsay: Not used as storage. It infringes on the use of the room. We have to move things out of the room to use the space.

Chip: You are not willing to to cut off part of the room to make a closet…

Lindsay: No we need more space in this room.

Leslie: Tell him about the things we have in here.

Lindsay: We have design-a-plate in here and it is packed. We can’t lose anymore space in here.

Chip: We have functions that fill up the whole room.

Therese: Part of the five year plan is to make the library a welcoming space, and this is not welcoming.

Leslie: We also have Storytime in here and movies in here etc.

Jeanne: On the other side we have people who need a smaller space, and it ends up being two people in this overly large space.

Chip: I don’t want to lose that thought, but it is another need in the library.

Leslie: Most of the things that need to happen in the meeting room it should be free and open to the public. So those meetings aren’t the priority for this space.

Therese: Is there anyway to make the meeting room a space for both things to happen. Subdividing? etc.

Chip: There are inherent problems with subdividing spaces. There are few instances in which it can be done well. Every once in a while a visual separation is fine. ACoustic separation needs to be added sealed to the floor and ceiling. You also need to deal with circulation in and out of that space, doors etc. It has to be a real door. So...Look for another solution before we subdivide this fairly large space.

Lindsay: Staff time issue. We already spend a lot of time rearranging this room. It would be bad to have more things to more.
Chip: So you need a layout that doesn’t need to be moved a lot.

Jerry: So thinking about all of the spaces that we don’t have access too. What are the possibilities, and perhaps it would be a large extension of the room. Storage?

Leslie: I would hate to see the windows in this room go away. It is such a nice feature.

Chip: What I said before about cutting windows. It will affect the appearance of the outside etc.

Jerry: Thinking ahead to the HVAC duct perhaps it goes on the roof or something.

Chip: What about staying in this room for a few more minutes and focus on the closet. It used to be part of the bathroom.

Jerry: Yes to add the handicap bathroom.

Chip: Let me talk about two other things that have to do with this room. There are two other spaces that join with the Meeting Room. The kitchen that joins this room with the staff room. How well does that kitchen work and how important is it to what goes on in this room. adn is that size of a kitchen critical to how food service is in conjunction with this room work? How well and how needed is that kitchen?

Leslie: I love that kitchen!

Lindsay: Monthly groups that use it and the Summer Lunch Program where we need to store lunch.

Pam: This is the second year of this room being a launch site for kids in town.

Chip: I am going to push this a little further.

Lindsay: We need to store the lunches. Clean the tables.

Chip: Is that the biggest use?

Therese: No the night meetings all year round use the kitchen to make coffee snacks etc.

Lindsay: I would say once a week at least a group uses the kitchen that meets here nightly.

Marybeth: we do use it for cleaning. Paintbrushes and cleaning etc.

Leslie: we do use the freezer for moldy books.
Chip: Suppose you turn this into a kitchenette counter? And this was a counter and an undercounter with a fridge and so one?

Leslie: We also use the kitchen for the our staff lunches.

Chip: Unless we had another kitchen area for staff in the staff lounge.

Leslie: Another thing we to think about is storage for our electronics in this room.

Jerry: Those could be stored elsewhere…

Lindsay: I use the Smart Tv every week.

Chip: Okay, Something to keep in mind is a secure space for electronics…

Lindsay: You can just get me a SMART board and then you can keep that..

Chip: Yes we just did a school where each classroom would have a SMART BOARD. The board is just a board and everything is the projector.

JEanee: CAn I just say one more thing about a kitchen. I think it is great that it has access from two rooms. It just makes so much sense, but you can’t get a lot of people in there.

Chip: The reason I am saying this is just my experience with other meeting rooms and kitchenette use spaces. The function of different events could make this a good idea or not a good idea. And of course, because storage is a big problem. If you really want to clear this all out we do need to figure that out.

Pam: One thing that gets stored in this room that would be easier to store in this closet would be tables…

Leslie: I will always say this about all things is what about cleaning? Cleaning the kitchenette is not something that we can add to the staff list.

Jerry: Maybe we can add fee penalties…or deposits etc.

Therese: I just to say that those chairs over in the corner are rarely used up here for events and mostly used for downstair events. So if we can find some storage for them downstairs that would be ideal.

Chip: Let’s talk about the Staff Room, starting on the third floor, staff room, bathrooms, and Children's Room.

Therese: And the art room is on the third floor.
Chip: Okay. So staff room. Let me start out by asking the question. Does it need to be as big as it is.

Leslie: What we would like would be a nice place for a break lunch break or a place to sit and take a break.

Marybeth: Sometimes people use the phone.

Chip: How many people use the space at once?

Marybeth: Maybe four.

Chip: So we could have smaller room.

Jerry: Yes, as long it doesn't get used for storage.

Jane: What I hear is that people want a staff room that is a staff room that is a staff room.

Chip: So staff room is not the place where the whole staff congregates.

Jeanne: Yes, more of a break room maybe.

Chip: So Let’s think of needs… if you were designing a new kitchen, what would you need.

   Sink
   Microwave
   Burners
   Toaster
   Fridge
   Counter Space
   Dishwasher

Leslie: To me if we were going to reduce the size of the staff lounge. I would rather see storage built into that space instead of a kitchenette, because we need the storage much more.

Chip: I understand the need for storage and the two ideas aren’t mutually exclusive, but I am trying to figure out usage.

Chip: If there was a convenient way to move tables and chairs on carts and they were to be moved on carts into the staff lounge, could they be moved? Would that be okay? Here’s another idea…they would have to go out through the hallway into the back of the staff lounge into a storage area.
Jeanne: Thinking about the needs of this room. I don’t think it would work well for the tables needing to be moved into the staff lounge, back and forth for the needs of this room.

Jay: Would it make sense to store things in the staff lounge and moving them in here when the problem previously has been the stuff MR closet has been locked away during meetings and moving it back and forth to the Children’s Room.

Chip: You can’t have the tables in here and out of here both.

Lindsay: The tables and the electronic equipment could all fit in the closet and the CR stuff in the closet could move to the staff lounge.

Chip: Could we move to the next space?

Pam: I do wonder if we could make the storage space out of the staff room away from the windows, because the windows are what makes it nice. So if things were stored in the back closet people would be walking through the break room to get things for their meeting room.

Therese: The tech room is actually bigger than the staff lounge for storage even though it could be a risky subject.

Chip: All right. Let’s talk about bathrooms, and let’s talk about the whole building. I will ask a series of questions and then we can comment on it. Number one: are there enough bathrooms to serve the needs of the building?

Paige: Children’s sized bathrooms?

Therese: In my view I very rarely see a line waiting for the bathroom. After events there are people waiting for the bathroom?

Chip: So am I hearing that the number of bathrooms might be okay? except for the need of the children’s bathroom...now, location?

Therese: It works because it has to, but it is inconvenient. For people to come upstairs to go to the bathroom etc.

Marybeth: They can use the bathroom but then they still have to go down the hall…

Chip: The logical thing would be to have a unisex handicapped bathroom, one on each floor.

Leslie: The one thing is for staff, sometimes in low staffing situations, everybody needs to come upstairs for the bathroom.

Therese: It would be handy, but I don’t think it is a priority.
Pam: Where does the plumbing for here go?

Chip: I don’t know…

Jerry: There are multiple places. there is a sink for the janitor's closet. and a sink downstairs. Why when they built it did they not put the bathroom down there? Cost?

Chip: I don’t think it would be cost necessarily that kept them all up here? the mechanical systems on the first floor, and the waste lines going out to main street.

Chip: Signage in general. you haven’t done your homework as an architect if you need signs for places. so if it's a well designed space then you won’t need signs.


Lindsay: also there is a plumbing problem now, so there might be a reason to put the bathroom on the first floor, because of the leaks.

Therese: The reason it isn’t a priority for me is because we are already at a space crunch so to use that space for a bathroom feels not okay to me>

Chip: I hear to different options, because of the redirecting people to the bathroom multiple times a day takes time and is a priority because of how much staff time is used each day explaining about the bathrooms.

Jeanne: People don’t believe there is a top floor.

Chip: Those seem like a service stairwell. So it needs work etc. Side issues: improving visibility of the stairs. The handicap accessible bathroom might not meet standards, so if we are doing this renovation we might need to add to a new more complaint issue anyway.

Paige: Bathroom ventilation is bad?

Lindsay: We do get a lot of complaints about the bathroom. Smells bad, dark, yucky, not publicly appealing etc.

Chip: In my initial conversation with Jerry is figuring out the master plan and then establish the sequence. This whole process is somewhat artificially extended so that a new incoming director can participate in the summary of it. So then, on the other hand, there’s a desire to move forward NOW, as soon as possible with some things that affect everyday life and there is no reason to wait and that there is consensus on doing that, so those two things are at odds with each other and i think that is why it is important to identify spaces first. So I think we do a little
of each, we try to make some big decisions about space use, and then focus on some of those high priority issues that would make your life more pleasant.

Therese: In terms of cleaning the ceiling does that affect the lighting?

Chip: I would say that if we are going to make a big mess then maybe we need to talk about cleaning later. My preference would be seeing if we can nail down what is going to happen in these large spaces, which I don’t think would take very long, we could make these big moves on paper, and then with that knowledge we could go in a say okay there’s no reason to not do a full cleaning of the children’s room because that is all set. It might make sense to wait for the other spaces, if they are getting fixed, but then let’s get that construction project rolling, we don't have to wait to do this. Let’s get it going in August. There is a logic in it. Cleaning sounds very simple, but it could be bigger than that.

Therese: I am just thinking about when we go into the main room and you look at the ceiling what could we change about the lighting and the brightness of the room if we could clean the ceiling.

Chip: Table that for the next meeting? Does the Custodial closet work?

Leslie: We should ask Jiyi. She has another closet downstairs. But it is gross and dark and disgusting.

Therese: Book sale closet, and there is a screen wall between the book sale closet and the screen wall etc.

Chip: Okay we will com back to that. Tech services what does that mean?

Leslie: CAtaloling, cleaning mending books, CDs DVDs, storage of book carts that are needed at different times.

Chip: Looking in there right now it looks pretty empty.

Leslie: Empty? It’s not empty.

Marybeth: Yeah, if you look in there right now it is pretty full.

Jeanne: I don’t work in that room, but it seems to be a room about processes. There are different functions throughout the week to do different functions for the mending the space.

Therese: I am curious to ask why you think it looks empty.

Chip: That was just my impression.
Leslie: I would like to protect the space because it is one of the only spaces in the library where you can get away from the public.

Chip: Storage in the Tech room?

Leslie: We have some filing cabinets in there. What’s in there Jerry?

Jeanne: There’s also the server in there, that doesn’t need to be in there, and some local history space etc.

Chip: So are there storage capabilities in there?

Leslie: You need to have space to work and if this is where the physical stuff happens to books, I don’t want to see the that change and then the workspace suffer.

FIVE MINUTE INTERMISSION

Pam: I wonder if we could make the tech room and fine arts room the meeting room space. Take the wall back out, and becomes the meeting, and Tech Services go where staff services is. The staff room would be on the other side. And the doorway here would be making this half of the space into a small meeting room. The meeting room could become a staff lounge and a small meeting space.

Chip: Take this proposal and look at it in the criteria. One is the size of the space and the perspective space.

Jane: How many square feet in the current meeting room and the revised meeting room?

Pam: It is a rectangle vs. a square.

Chip: 900 and 900

Jay: and just to be fair. What is the space differently for the tech room and the staff lounge?

Chip: Staff lounge 400. Tech room: 610

Marybeth: How would you split up this room? And the new Meeting room would have no kitchen.

Therese: We could open up the space to the public without necessarily having staff here, but we would not have a bathroom or a kitchen.

Jerry: I think it was originally designed for it to be a space to meet when the meeting room is closed.
Paige: Change the tech room to the Meeting room.

Jerry: take the art room and move it downstairs and make the art room a small meeting room.

Jeanne: Where are our priorities for service delivery? What if the current local history room became a meeting space? I love the local history collection, but does it need that prime real estate.

Chip: Not everyone knows this so...can we go off this floor. So this was a concept that just emerged when I was meeting with Jerry and Pam. Based on the type of use the local history room was using, although it doesn't have windows it does have nice borrowed light. What if the Local history moved to the genealogy room. You could make the stack space and storage space back here and you could make this space a work space etc. and open up this interior wall that would and move this stack and have an entrance from the mezzanine here.

Jeanne: Just for clarity, it’s always been local history/genealogy, and it is the genealogy section that is going away and the local history that is staying. five sections of materials left. we could find a place to put the,m

Chip: Okay we would have to get into more detail about that is whether it would fit. What was driving this concept could be this could be two small or one rather large meeting room area. We could give it better use? If more people would use it, than the local history does, than maybe that is a better use of space.

Pam: Make the back part dark for art storage. The front part becomes the local history could art history fit back there?

Jeanne: Incorporate all of those spaces art history and local history into the same spaces.

Chip: a meeting space and an archival space are not necessarily incompatible. If we had the nice locally crafted bookcases here and moved it here, i think we said it was used a couple of times a day…

Jerry and Jeanne: If that…

Chip: if things could be rearranged we might be able to use the space.

Jerry: We could pull things ahead of time that might work.

Therese: If staff could interrupt those meetings. that would work.

Chip: scheduling could work
Marybeth: If we are making small meeting rooms there, can the art storage bed storage for us.

Jerry: I really really like Marybeth’s option. I really do. It hardly affects any new usage issues.

Lindsay: I think there is one thing we need to consider. I think most of the meetings in the meeting rooms are the presentation that are less interruptible. The local history room would be i need to have a conversation with someone. So it could be interruptible...maybe.

Chip: Are they interruptible.

Jerry: I think we have four meeting space needs. Large, downstairs. Medium here. Small conversations. or just people to people conversational spaces meetings.

Lindsay: I need a space that I need to talk to this person.

Jeanee: we need that space too. I completely agree.

Leslie: Why do they have to be separate spaces? If this room is filled they could use the room downstairs.

Jerry: We have one thing we would like to adhere to would be meetings open to the public? Perhaps we have some policy issues here.

Chip: we could divide the glass room vertically and have a second little space above it, because it is a very high ceiling in a very high space and you could have a little private meeting room out there.

Jerry: What we are expressing here is we have a need for ten things but maybe we can only do eight.

Marybeth: If you need the big storage room, maybe it could live on a trolley.

Therese: The microfilm cabinets aren't trolleyable..

Chip: Maybe we are getting a little too detailed. We talked about local history and fine arts storage with the caveat that some local history might stay in its cabinets locked up etc.

Christine: I think it would work very well. I want to be away from the window number one, and i think we could store things more efficiently but we would definitely sue that space. I think it would be fine. I would be very happy with that space. and local history and fine arts do go together somewhat.

Chip: local history room become small group space. 8-12 people.
Jeanne: We will have to assume that we can go in there and get stuff out of that cabinet.

Chip: Second floor meeting space in the small glass room. everyone agree.

Collective yes.

Extending the Mezz discussion

Chip: I haven't heard the need for that much space.

Jerry: We could create the quiet space area there.

Chip: segway in the few minutes we have left. That is the moving of the YA section, which actually will also have an impact on the noise. So right now this is a YA collection.

Jerry: It's on the rolling stock.

therese: and on a few permanent shelves instead of the music.

Chip: I want to ask two questions which are largely what I have heard. One is that the YA section might move into this area over here and the arguments for that area and it is underneath an acoustic ceiling and the noise wouldn’t permeate the rest of the library that much. It would also a semi-separated area. an area that is a little contained which is also opened to view, which seems to be the right amount of observation that you would want to maintain. and the reference area which is a little more tricky and maybe the reference area shifts and what exactly is the reference area. another idea to toss out would be maybe this area could be the YA area. It would be appealing to them, but maybe it would push other people out of high real estate.

Pam: this is different but if you paved what is reference area to a cafe area and teen area because what do they like food.

Therese: The other thing..

Chip: Wait a moment let me just respond to that. The key issue is the YA area is used for YA.

Therese: We can't limit it to just a Young Adult in the area.

Jerry: We could just make it more conducive to them hanging out.

Marybeth: Something welcoming and chairs and stuff it would be better, because right now it is a pass through space.

Therese: I would like to try it first before we make permanent changes.
Chip: What does reference look like?

Jeanne: Right now it is behind my desk and people feel like they can’t come in.

Chip: You feel a need to be in close connection to the circulation desk.

Jeanne: Yes, I want to be close to you and available to people, the reference section is right next to circulation.

Lindsay: Move the YA to the Art history collection.

BIG DISCUSSION about moving the YA section upstairs

Meeting adjourned at 12:00
Buildings and Grounds Committee Meeting

June 25, 2015

Present: Lindsay Bellville, Jeanne Walsh, Marybeth Fleming, Leslie Markey, Paige Martin, Jerry Carbone, Jane Southworth, Pam Becker

Absent: Elizabeth Tannenbaum, Therese Marcy, Christine DeVallet

1. Call to order: Pam called the meeting to order at 9:30.

2. Changes to the agenda: None

3. Public comment: None


5. Old Business - None

6. New Business - This was our third meeting with consulting architect, Chip Greenburg, about possible changes for BML. Prior to this meeting staff members had come up with a new idea to "carve" a Y/A space out of the Tech Room. This would make visibility possible from the Children's Room Desk. Meanwhile, what is currently the Art Storage Room would become part of the Tech Room. A discussion ensued after this idea was shared.

There was also more discussion about the main floor reference area spaces and the placement of the computers.

7. Other:

8. Meeting adjourned at 11:30.

NEXT MEETING: Thursday, 7/9/2015, 11:30
Brooks Memorial Library
Building and Grounds Committee
July 9, 2015

Present:
  Pam Becker, Jane Southworth, Adam Franklin-Lyons, Elizabeth Tannenbaum, Christine De Vallet
  Staff: Jeanne Walsh, Leslie Markey, Therese Marcy, Lindsay Bellville, Jerry Carbone

Pam called the meeting to order at 11:35.

Added to the Agenda:
  Adam, Treasurer for Trustees, will give an update on Available funds for the project.

Public comment: None

Minutes:
  Pam read a summary of the minutes of the 6/25/2015 minutes which were recorded by Paige in the
  Google docs. Pam will forward the summary. The summary was approved.

  Adam spoke on the Library funds and how they have been allocated. The Read bequest was 1.2 million.
  10% of that or $120,000 has been reserved for capital projects at large. An additional $30,000 is
  available from other restricted funds, such as, the Brooks Building Board, the Loud funds, and the
  Wojtowitz funds. These funds are also potentially available for targeted projects depending on the
  purpose of the fund.

  Residuals from the Read bequest have not been received but are anticipated. The sum is unknown at
  this time.

  Therefore, $150,000 is available for Library improvements and upgrades. The Asset Development
  Committee would like to reserve $50-60,000 for matching grants or to offset the Town share of the
  HVAC costs that are projected for the 2017 fiscal year. This will put us in a better position to have this
  project stay on target.

  Jerry commented that the HVAC duct work may also need to be replaced at that time. From his
  discussion with a consultant for this project, it seems like the space for that unit will require less space
  and that would be the time to address the handicapped bathroom on the Main Floor.

  This would leave $90,000. It is estimated that $20,000 could be spent for immediate projects or “low
  hanging fruit” and the remaining for architectural renovations and immediate projects.

  Leslie asked where the money would come from to restore the library hours. Adam explained how the
  money would come from interest and dividends. There would be a shift is the budget line for staffing
  and adult books. This shift will be budget neutral has been approved by the Town Manager, but must be
  reviewed by the Selectboard in a future meeting. The Trustee funds will supplement the General
  (Adult) book budget.

  In FY 2017, the projected 4% draw from the endowment fund should be approximately $70,000.
Next, everyone present had time to present their priorities for 2015. Discussion ensued.

Jane made the recommendation that a proposal be presented to the Trustees. The motion is that “the Building and Grounds Committee go ahead with the conceptual plan for the 3rd Floor and to authorize Chip, the architect, to give a detailed list of cost estimates.” Jane made the motion and it was seconded and the vote was approved with no objections.

It was also recommended that the Technology Committee come up with a proposal for moving towards wireless public computers and stand up catalogs in the stacks.

Phones and other purchases that will not have an impact on renovations can also be addressed simultaneously. Jerry will contact Marty for estimates on replacing the telephones that will be compatible with the Town system.

The meeting was adjourned at 12:50.

Submitted by:
Therese Marcy
July 10, 2015

PS
I have received a few digital copies of individual presentation of priorities. I will attach them to the minutes for reference. If anyone else would like to forward their copy to me, your ideas will be documented.
June always heralds the beginning of summer and, of course, the summer reading program. The youth services librarians in the children’s room have been very busy with launching their programs. The room has been incredibly decorated and great events such as lunch with a local hero on Fridays, Monday Movie Matinees, Super Hero Saturday (collaboration with BCTV). As you know, we have expanded our Summer Food Service Program to Monday-Friday, opening the library on Thursdays at 12 noon for this service. More events are coming in July with Unbeatable Bee-zzzzt (collaboration with Bonnyvale Environment Education Center); Superhero Saturday (local public safety personal and their vehicles); and Superhero Crime Solvers. For the YA crowd there will be a Zine workshop. Please checkout the SRP program that was in your packet last month for a schedule of these great events, or find the program on our kid’s portion of the brookslibraryvt.org web site.

In my world, I was engaged in ten meetings and five life-long learning programs. Among those were participation in Elks Youth in Government Day, where a BUHS junior with an interest in libraries as a career, shadowed me for the morning; an interview with the Montreal daily newspaper, la presse, regarding the Ronald Read gift. Please see the story in your packet. There was also my monthly radio interview on WKVT, Green Mountain Mornings with Chis Lenois. Tune in on the first Monday of the month, 8:30 AM. A podcast is available. I had a visit by trustees and the library director from the Norman Williams Public Library in Woodstock interested in our approach to reconfiguring library space. Not to anyone’s surprise, Brooks is not the only one looking at our space reconfiguration needs in the State. Of course, we had three meetings with our architect, Chip Greenberg, which is helping us to crystalize our needs and priorities. He is doing a fine job of collecting data, facilitating meetings, expressing these ideas in drawings for us.

Cor Trowbridge, executive director of BCTV, interviewed myself, Robert Stack, and Mary Ide to update us on BCTV mission and offerings, and perhaps ways that we could expand collaboration in the future.

Several staff members and I interviewed four candidates for the newly created Electronic Services Support Specialist position. We have some outstanding candidates and we will be making decision soon.

The library programs consisted of poetry reading; a Boston author on the beginnings of the Iraq Vets Against the War movement; a Putney gentleman who gave a presentation on his national bike tour to raise consciousness about climate change; and a presentation by Ron Krupp on his new gardening book. Of course, our finely curated Thursday film series, “Films You Must See But Might Have Missed,” continues on the 2nd Thursday of the month, through October, at 3 PM.

Lindsay and Paige are drafting the application for the grant, Maker Programs in Vermont Libraries: Spark a Culture of Innovation, funded by the Vermont Community Foundation. 10 public libraries will each receive 2 STEAM (Science, Technology, Engineering, Art, and Mathematics) programs. We will be able to choose among 5 modules: Creative Creatures, E-Origami, E-textiles, Squishy Circuits, and Toy Hacking. The grant is due August 3.

And finally, I have discussed with Peter Elwell our plan to go forward with full-day Saturday (10 -5) and open Thursday morning (10 to 6) beginning with Saturday, September 12. The Selectboard will need to approve the transfer of funds from Books, General to Staff salaries. This item will be on the agenda on their agenda August 4.
Local History/Genealogy Update

The materials we are keeping from the former genealogy portion of the Local History/Genealogy room should fit perfectly into the proposed new Special Collections room, which will be shared with Fine Arts. We’re still seeking home for several shelves of New York State materials and family histories beyond Southern Vermont.

We are, unfortunately, stymied in our discussions with the DAR, whose local membership has dwindled and whose members don’t have space to store the lineage books and two large file cabinets of chapter records that we have stored in that room for many years. I will continue to explore DAR connections to try to find a suitable home for these materials.

Electronic Services Support Specialist recruitment

We were delighted to receive several strong resumes and are in the process of interviewing candidates. We will make a decision soon.

New online Resources

We added titles to the Oxford Reference database and the GVRL from Gale. Both are databases of published reference books whose contents are searchable from a single search box: very nifty. A few of the new titles:

- Brewer’s Dictionary of Phrase & Fable
- The Grove Encyclopedia of Islamic Art and Architecture
- The Grove Encyclopedia of Medieval Art and Architecture
- The Grove Encyclopedia of Northern Renaissance Art
- Oxford Dictionary of Quotations
- The Writers Directory
- Idiot’s Guides: Social Security
- Idiot’s Guides: Medicare
- Environmental Pollution and Health
- Gale Encyclopedia of U.S. Economic History

We also added a new, reasonably priced antiques database. The link will be up on the website soon.

Jeanne Walsh
7/9/15
Youth Services Board Report- July 2015

Children’s Room:

The Children’s Room has been a flurry of activity so far this summer! We’ve had 170 children sign up in the library for the reading program this year. For the first time, we have partnered with the Windham County Childcare Association to offer the reading program to children who frequent the bookmobile. Thank you for Emily Walsh, who drives the bookmobile, for bringing the summer reading program to more children in the community. Our programs are continuing to draw crowds- we had 24 children and 21 adults attend our Superhero Saturday on June 13 which was sponsored by the Friends of Brooks Memorial Library. Our June 29 showing of Big Hero 6 had 21 children and 10 adults attend. The switch from three days a week to five days a week has had a positive effect on our Summer Food Service Program participation numbers. We are seeing about a dozen children each day for lunch. We are lucky to have a great group of volunteers who make it possible.

Upcoming programs include our Meet your Local Heroes event scheduled for Saturday July 25 from 10:00 to 12:00. Members of the fire department, police department, public works, RESCUE Inc. and Green Mountain Power will be bringing their vehicles to the Municipal parking lot for a meet and greet and explore with the kids.

The Brattleboro Mineralogical Society has lent us some amazing crystals for the crime scene display or our Superhero Crime Solvers event scheduled for July 28. Children are invited to help us find out who stole the priceless medallion!

Lindsay Bellville
Youth Services Librarian

Young Adult:

For July the library is hosting a teen event on Monday, July 13th. It is a zine making workshop and it is an event specifically for teens. We have two local artists who make zines and draw comics come and help facilitate the workshop.

Also for the month of July we started the online teen summer reading program and set up the webpage through engaged patrons.

Paige Martin
Assistant Youth Services Librarian
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<th>ACTIVITY AND ASSET SUMMARY</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
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<td>$576,168.34</td>
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**Gifts, Bequests and other Contributions**

- **Net Income (note 1)**: $590.92
- **Disbursements**:
  - Brooks Memorial Library: ($5,687.50)
  - Foreign Taxes Withheld: ($7.40)
- **Gain (Loss) in Market Value of Investments**:
  - $60,688.24
- **Ending Market Value of Assets**: $576,168.34

**1. Receipts of Income**

- **Cash Dividends (Stocks and Mutual Funds)**: $589.07
- **Corporate Bonds**: $1.85
- **Treasury Bond Interest**: $362.50
- **Income**: $590.92

**2. Allocation of Assets (EMV)**

- **Allocation**
  - **Cash and Equivalent**: 17.72%
  - **Fixed Income**: 17.06%
  - **Equities (Stocks)**: 58.78%
  - **Equities (Mutual Funds)**: 6.45%
  - **Mutual Funds**: 100.00%

**3. Performance Measures**

- **Total Return** = (5,539.89) / 11,323.06 = 0.49%
- **Rate of Return** = 0.49%
- **Change in Portfolio Value** = 0.49%
- **Income** as % of Assets = $590.92 / $576,168.34 = 0.10%

**4. Market Performance Comparisons**

- **S&P 500 Stock Index**: 0.76%
- **S&P 500 Stock Index Excl. Div.**: 0.76%
- **S&P 500 Rate of Return**: 0.76%

**5. Disbursements % of 2013 BMV**

- **4% of 2014 Beginning Market Value**: $5,687.50
- **Disbursements % of 2013 Beginning Market Value**: 0.00%

**6. Mgmt Fee to Advisor**

- **7. xxxx-4868 (Mem, gifts, misc, etc)**: $55628.9
- **8. xxxx-3381 (Calista & Schorling)**: $54,957.22
- **9. xxxx-7577 (Loud Fund)**: $25,932.04
- **10. Xxx-3335 Brn, Froth**: $39,311.88
## Activity and Asset Summary (2014-15)

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<td><strong>Ending Market Value of Assets</strong></td>
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<td>1,815,223.35</td>
<td>1,817,451.27</td>
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### 1. Receipts of Income
- **Cash Dividends (Stocks and Mutual Funds)**: 643.50, 1,561.76, 986.13, 815.15, 9,170.98
- **Corporate Bonds**: 1.61, 832.58, 1.57, 1.56, 2,416.96
- **Treasury Bond Interest**: 362.50
- **Income**: 1,007.61, 2,394.34, 987.70, 816.71, -12,312.94

### 2. Allocation of Assets (% Allocation)
- **Cash and Equivalent**: 60.74%, 57.73%, 55.14%, 50.05%, #DIV/0!
- **Fixed Income**: 4.26%, 4.31%, 4.27%, 4.17%, #DIV/0!
- **Equities**: 32.94%, 35.89%, 38.54%, 43.73%, #DIV/0!
- **Mutual Funds**: 2.06%, 2.07%, 2.06%, 2.05%, #DIV/0!
- **Total Market Value of Assets**: 100.00%, 100.00%, 100.00%, 100.00%, 0.00%, #DIV/0!

### 3. Performance Measure
- **Total Return = Net Income + Gain (Loss) in MVA**: 30,941.83, (7,316.32), 12,670.18, 2,227.92, (1,177,135.15)
- **Rate of Return = Total Return / BMV**: 5.24%, -0.40%, 0.70%, 0.12%, #DIV/0!
- **Change in Portfolio Value**: 1,225,254.33, (7,318.42), 6,906.70, 2,227.92, (1,181,451.27)
- **% Change in Portfolio Value**: 207.54%, -0.40%, 0.38%, 0.12%, #DIV/0!
- **Income as % of Assets**: 0.17%, 0.13%, 0.05%, 0.04%, #DIV/0!

### 4. Market Performance Comparison
- **Equity (S&P 500 Stock Index)**: 1,994.99, 2,117.39, 2,067.89, 2,085.51
- **S&P 500 Stock Index End of Month**: 2,117.39, 2,067.89, 2,085.51, 2,107.39
- **S&P 500 Rate of Return**: 5.14%, -2.34%, 0.85%, 1.05%, #DIV/0!
- **Fixed Income (10 Year Treasury)**: 2.08%, 1.87%, 2.05%, 2.14%

### 5. Disbursements % of 2013 Beginning Market Value
- **4% of 2014 Beginning Market Value**: $5,687.50
- **Disbursements % of 2013 Beginning Market Value**: -0.98%, 0.00%, -0.99%, 0.00%, 0.00%, -3.93%

### 6. Mgmt Fee to Advisor
- **xxxx-4868 (Mem, gifts, misc)**: 53742.16, 50796.83, 56,172.50, 48,528.24
- **xxxx-3811 (Calista & Schorling)**: 56449.2, 55973.54, 56,390.56, 56403.59
- **xxxx-7577 Loud Fund**: 26387.32, 26032.25, 26,340.75, 26,350.40
- **xxxx-3335 Brn, Froth**: 41389.17, 40723.26, 41,301.85, 41,319.93

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**Note**: All values are in USD.
**Endowment Fund Expenses and Income July 1, 2014 to YTD**

Prepared by Jerry Carbone

<table>
<thead>
<tr>
<th>FUND</th>
<th>ACCOUNT</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>7/1/14</th>
</tr>
</thead>
<tbody>
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<td>$512.11</td>
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<td>CENTRE CONGREGATIONAL CHURCH: A. WM LOOS FUND</td>
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<td>JOHN ADLER [CR BOOKS ON TAPE]</td>
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<td>MCAULSAN, ANDREA [5/5/15 NONPRINT]</td>
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<td>MOULTON, LOIS FUND [4/14/2014]</td>
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<td>MUTUAL FUND VALUE INCREASE [DECREASE]</td>
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<td>ORAM FUND [First Wed. &amp; General fund support]</td>
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<td>$0.00</td>
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<td>PAGEANT FUND</td>
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<td>SHELDINER, RICHARD [1/2/2013]</td>
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<td>SMALL GIFTS</td>
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<td>$564.95</td>
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<td>($33.12)</td>
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</table>

**BOLD=NEW THIS FISCAL YEAR**

$40,309.83 $25,246.61 $53,727.92

Prepared by Jerry Carbone

#6
**Investment Fund Expenses**  
**July 1, 2014 to YTD**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCT</th>
<th>DEBIT</th>
<th>BUDGET</th>
<th>BALANCE</th>
<th>FUND BALANCE 7/1/14</th>
<th>DEPOSITS TO DATE</th>
<th>EXPENSES TO DATE</th>
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<tbody>
<tr>
<td>CONTRIBUTIONS TO TOWN</td>
<td>BR02</td>
<td>$6,000.00</td>
<td>$4,000.00</td>
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<td>$22,965.44</td>
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<tr>
<td>ACCOUNT NOT USED</td>
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<td>-</td>
<td>0.00</td>
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<tr>
<td>BOOKS ADULT</td>
<td>BR05</td>
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<td>($232.90)</td>
<td></td>
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<td>213.42</td>
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<td>YOUNG ADULT SOURCES</td>
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<td>($83.00)</td>
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<td>BR11</td>
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<td>340.75</td>
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<td>CONF. WKSHP</td>
<td>BR12</td>
<td>636.90</td>
<td>900.00</td>
<td>263.10</td>
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<td>ADULT PROGRAMS</td>
<td>BR13</td>
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<td>217.35</td>
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<td>400.00</td>
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<td>BR18</td>
<td>815.81</td>
<td>825.00</td>
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</tbody>
</table>

Prepared by Jerry Carbone 7/9/15  
# 6
## Revenue Report

**Previous Year Period 12 Jun**

<table>
<thead>
<tr>
<th>Account</th>
<th>Estimated Revenue</th>
<th>Applied for</th>
<th>Received to date</th>
<th>Uncollected Balance</th>
<th>FY-14/15 Year Pd 12</th>
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<tbody>
<tr>
<td><strong>01-5-2800 Library Revenue</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01-5-2800-120.00 Library Copier Revenue</td>
<td>$4,200.00</td>
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<td>$3,897.57</td>
<td>$302.43</td>
<td>$349.10</td>
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<td>01-5-2800-135.00 Library Donations</td>
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<td>$6,000.00</td>
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<td>-</td>
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<tr>
<td>01-5-2800-216.00 Reimbursements</td>
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<td>-</td>
<td>769.00</td>
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<td>(769.00)</td>
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<tr>
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<td>-</td>
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<td>$1,370.95</td>
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<td>$17,417.30</td>
<td>$4,582.70</td>
<td>$1,723.00</td>
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<td>$2,671.31</td>
<td>$528.69</td>
<td>$207.70</td>
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<td>01-5-2800-390.00 Library Postage Revenue</td>
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<td>775.14</td>
<td>424.86</td>
<td>48.62</td>
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<td>(229.07)</td>
<td>18.25</td>
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Expenditure Report
Previous Year Period 12 Jun

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<th>Budget</th>
<th>Outstanding Encumbra</th>
<th>Expenditures</th>
<th>Outstanding Balance</th>
<th>FY-14/15 Year Pd</th>
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</thead>
<tbody>
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<td>01-6-2800-001.00 Department Head Salary</td>
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<td>$ 385.65</td>
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<td>$ 12,573.65</td>
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<td>$ -</td>
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<td>$ -</td>
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<td>(1,444.48)</td>
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<td>(246.57)</td>
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<td>$ -</td>
<td>$ 10,227.87</td>
<td>(27.87)</td>
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Article I - General Provisions
The Brooks Memorial Library is a department of the Town of Brattleboro, and the Board of Trustees, under the authority of the laws of Vermont, V.S.A.Title 22, chapter 3, has the full power to manage the library. It shall have its principal office and place of business in the George J. Brooks Memorial Library Building. It may operate branch libraries at such other locations, as the Board of Trustees shall determine. Its principal functions shall be to maintain a comprehensive collection of books, periodicals, reference materials, newspapers, audiovisual materials, online resources, and other materials for the instruction, information, and entertainment of the people of the town. It may act as a repository of property belonging to others and having educational or historical value. It may sponsor exhibits, lectures, concerts, movies, contests, and other programs of educational or cultural value. It may serve as a resource to the town for free access to the Internet.

BR2-2
Article II - Board of Trustees

BR 2-2.1 Composition and Tenure
The Board shall consist of nine trustees, who shall each serve for three years. Three trustees shall be elected at each annual town meeting. The Board shall nominate candidates for election in town meeting. Trustees may also be nominated from the floor of the meeting (by any town meeting member). A vacancy on the Board shall be filled by the Selectboard until the next annual or special town meeting, at which a successor shall be elected for the remainder of the original term. The Board shall recommend candidates for appointment by the Selectboard to fill vacancies on the Board.

A trustee shall be a resident of Brattleboro. However, if a trustee should move from the town during the term of office, the trustee may complete the remainder of the term. A trustee shall not serve for more than three consecutive full terms but shall be eligible for reelection or appointment after the lapse of one full year.

No member of the Library staff or immediate family thereof shall be eligible to serve as a trustee.

Trustees shall serve without compensation but may be reimbursed for actual and necessary expenses incurred in performance of Library business as determined by the Board of Trustees.

A trustee who is absent from three consecutive regular meetings of the Board without good cause (to be determined by the president or designee), or from six consecutive regular meetings for any cause, shall offer to resign from the Board, or, failing that, shall be removed by the process as described above.
When a trustee ceases to be a member of the Board, said trustee shall return to the Library those notebooks containing Library bylaws and policies.

**BR 2-2.2 Functions**

The Board of Trustees affirms the American Library Association’s Library Bill of Rights, Freedom to Read, and Freedom to View documents as statements of each individual’s right to freedom of choice in information and materials use. It shall be responsible for the development and maintenance of policies governing the Library. Among these are policies regarding the selection and circulation of materials and acceptance of gifts including additions to the endowment fund, as well as those of its own governance. With the advice of the staff, the Board shall review and approve policies governing reference and information services, fine arts, local history and genealogy materials, and public access to computers. In addition, it shall approve policy regarding fees and fines, meeting room and exhibit space, and behavior code for patrons. The Board shall review these policies at least every five years.

The Board shall review Library expenditures monthly and shall approve the annual budget. It shall determine annually the investment strategy and management of all trust funds and shall review the status of such funds monthly.

The Board shall present a proposed budget for the ensuing year to the Selectboard. The fiscal year of the Library shall coincide with the fiscal year of the town.

The Board shall cooperate with the town and with the trustees of the Brooks Building Board, established under the will of George J. Brooks, in the proper maintenance and protection of the Library buildings and equipment.

The Board shall determine when the Library will be open to the public.

The Board shall be responsible for long-range planning and the establishment of goals and objectives for the Library. The Board shall ensure that Library resources and services are promoted in the community. When appropriate, the Board shall cooperate with the Friends of Brooks Memorial Library, the Vermont Department of Libraries, school and college libraries in the region, and public libraries in neighboring towns.

**BR 2-2.3 Meetings**

The Board shall meet in regular session a minimum of nine times a year, in accordance with *Vermont Statutes Title 1 section 312*. The president shall give three days’ written notice of all regular meetings to each trustee. The president or three trustees, upon three days’ written notice to each trustee, may call special meetings. The president or three trustees, upon one full day’s written or verbal notice to each trustee, may call emergency meetings. Notice shall include the purpose of the special or emergency meeting.

Five trustees shall constitute a quorum for the transaction of business. The vote of a majority...
of the trustees present at any meeting shall decide any question.

The Library Director or designee shall attend all meetings of the Board and may participate in its consideration of matters of internal management but shall have no vote. The Board may invite other persons to attend its meetings. The Board is covered by the Vermont Open Meeting Law (Title 1, V.S.A., Sections 311 to 314) and all meetings of the Board and its committees are public meetings unless the members of the Board vote by 2/3 margin to enter into executive session for one of the reasons set forth in Title 1, V.S.A., Section 313.

**BR 2-2.4 Officers**
The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. They shall be chosen from among the trustees. They shall be elected at the first meeting of the Board following the annual town meeting and shall serve for one year or until their successors are elected. The Board shall fill a vacancy in any office. The officers shall perform the duties usually pertaining to their respective offices and such other duties as are herein specified.

The president shall preside at all meetings of the Board, shall designate all committees, and shall exercise all the powers usually incident to the office. As a Board member, the president shall have the right to vote. Prior to each meeting of the Board, the president may furnish an agenda listing all items of unfinished business and all matters currently requiring action or decision. A person shall not serve as president for longer than three consecutive years, but after the lapse of one year may be reelected president.

The vice-president shall preside at meetings of the Board in the absence of the president and shall perform other duties as the Board may prescribe from time to time.

The treasurer shall oversee the endowment funds and shall present a written current financial report to each trustee annually or on request.

Two of the following may sign checks and make deposits and withdrawals from the Library Board accounts: the Board president, vice-president, and treasurer, and the Library Director. The town shall furnish a bond to cover the financial activities of the foregoing as well as administrative liability insurance for the entire Board.

The secretary shall conduct the correspondence of the Board. The secretary shall be responsible for full and accurate minutes of each meeting and shall furnish a draft thereof to each trustee prior to the next regularly scheduled meeting. After correction and approval at the next meeting, the amended minutes shall be signed by the secretary and permanently bound in a book kept in the Library for that purpose.

**BR 2-2.5 Committees**
The President of the Board shall 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.

**BR 2-2.6 Conflicts of Interest**

All board members must identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the executive director, (ii) the Chair of the Board, or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist the Trustees to manage conflicts of interest and situations that may result in the appearance of a conflict.

A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of Brooks Memorial Library or in situations where a board member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at the Library. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Board’s decision-making process. Both results are damaging to Brooks Memorial Library and are to be avoided.

- **Example #1**: a person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.

- **Example #2**: A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a board member of Brooks Memorial Library is also a board member of another nonprofit or for-profit entity in the community with which Brooks Memorial Library collaborates or conducts business.

Typically persons who are affected by a conflict of interest policy are the Organization’s board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. The Board of Trustees takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

Board members and senior staff will annually disclose and promptly update any disclosures previously made on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and
other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.
Board members must also disclose conflicts as they arise as well as those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Board members should disclose to the board or President of the board as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

For each interest disclosed, the full board, or the Executive Director or the President of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.

- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.

- In all cases, decisions involving a conflict will be made only by disinterested persons

- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings if the conflict was related to a board member, and reported by the Executive Director to the board/Chair of the board/other appropriate committee of the board (e.g., Audit committee) if the conflict was related to a staff member.

- The Chairperson of the board/Executive Director will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.
BR 2-3 Article III - Library Director
The Board shall have primary responsibility for personnel matters related to the Library Director as ordered in the Town Charter, and shall consult with the Town Manager on all such matters. The Library Director shall appoint other professional, clerical, and custodial personnel and shall evaluate their performance based on their written job descriptions.

The Director shall have full direction of the Library, subject to the control of the Board. The Director's responsibilities include the presentation of the annual budget, approved by the Trustees, to the town; the maintenance of the building and of all the Library collections, of public access to the Internet; staff development; and program planning.

The Director shall oversee the selection and purchase of books, online resources and other materials. The Director may designate a deputy to direct the affairs of the Library during any absence.

The Director shall report at each regular meeting of the Board.

The Board, or a subcommittee appointed by the president, shall annually review the performance of the Director, based on the job description, and shall give to the Director a written performance evaluation. A summary evaluation shall be forwarded to the Town Manager with the Director's response.

BR 2-4 Article IV - Review of Bylaws
The Board shall review these bylaws at least every three years. During this process any necessary changes or revisions may be made.

BR 2-5 Article V - Amendment of Bylaws
These bylaws may be amended at any regular or special meeting of the Board with 30 days' written notice by an affirmative vote of five trustees. The text of a proposed amendment shall be set forth in the notice of the meeting. Amendments shall be appended to the original copy of these bylaws with notation of the respective dates of adoption of the amendments. A copy of the current bylaws shall be furnished to every trustee. The original shall be bound in a book provided for that purpose.
The foregoing bylaws were adopted by unanimous vote of the Board of Trustees of the Brooks Memorial Library.

<table>
<thead>
<tr>
<th>Board of Trustees</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Tannenbaum, President</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Wohl, Vice-President</td>
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<tr>
<td>Stephen Frankel, Treasurer</td>
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<td>Ken Vitale, Secretary</td>
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<td>Sara Glennon</td>
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<td>Vacant</td>
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<td>John Ogorzalek</td>
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<td>Wayne Licwov</td>
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