1. Call to Order / 4:45 PM
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of March 8, 2016

3. COMMITTEE UPDATES/ REPORTS
   A. Friends of the Library—Mary Ide, President
      • Activities update—Mary Ide
   B. Buildings and Grounds Committee—Pamela Becker, Chair
      • Update, Meeting 4/19/16
   C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
      • Treasurer’s Report and Update
   D. Fine Arts Committee—Howard Burrows, Chair
      • Update
   E. Planning Committee—Jane Southworth, Chair
      • Update, Meeting 4/21/16
   F. Technology Committee—Jennifer Lann, Chair
      • Update, Meeting 5/5/16
   G. ALA/VLA—Howard Burrows, liaison
      • Update

4. UNFINISHED BUSINESS
   A. Programming position—job description update
   B. Draft of guidelines for professional development, continuing education and conference attendance.

5. NEW BUSINESS
   A. Board officers
   B. Discussion of contracts with Steve Horton and Chip Greenberg to move forward on building plans
   C. Personnel update

6. OTHER
   A. Department Reports: Library Director; Reference Librarian Reports; Library Youth Services Reports

7. ADJOURN
Present: Trustees Pam Becker, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Adam Franklin-Lyons, Susan Troy, Robert Stack, Howard Burrows. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsay Bellville; Recording Secretary, Jane Fletcher. Absent: Jane Southworth.

1. Call to Order:
Pam called the meeting to order at 4:46pm. The new board members, Connie Bresnahan and Jennifer Rowe, were welcomed and introductions made with all present giving their name and what committees each attends.

1A. Agenda Changes or Additions:
Add VLA/ALA Liaison for this meeting under new business, for the future as item 3G. SOAR results summary add under 4(Unfinished Business).

1B. Public Comments: none

2. Minutes of March 8, 2015:
Upon motion, made by Susan and seconded by Adam, the minutes were approved.

3. Committee Reports:
A. Asset Development Committee:
Clarification of amounts voted for capital renovations.
$ 20,000 for immediate improvements
$120,000 for capital improvements
$220,000 – unallocated funds

The funds used for Jerry Carbone’s retirement party were drawn from the wrong fund, this is a fixable error that will be correct on the next Treasurer’s report.
Item 7 on the Treasurer’s report will have 3 lines added for the Read Fund.
$ 20,000 – immediate improvements
$120,000 – capital improvements
$220,000 – unallocated funds

Adam is working to make the presentation of the Treasurer's Report less confusing.

The committee along with Friends board members is discussing ways to clarify the differences between the Friends of the Library membership and annual appeal monies with the goal of simplifying the fund raising process and increasing membership in the Friends.

The committee will have a strategy meeting with Prentiss Smith & Co soon.

The funds previously allocated for event coordinator to be used for long term planning. Expenditures will be reported by Starr and Adam.

B. Friends of the Library:
In Mary’s absence, Starr reported the following:

Friends would like to encourage attendance at the concert to be held Friday, April 15
Purchases made with Friends funds will be labeled as such to show what the funds are accomplishing. Plans are in process to promote the Foundation Center as a resource for the community in the area of locating grants and other monies for projects.

C. Building and Grounds Committee:
Upon advice of Town Manager contracts should be run by Town Attorney. Motion to hire Steve Horton as project manager upon approval of contract by the Town Attorney was made by Robert and seconded by Connie. Approved. Payment for the contract will come from fund RR2 (Robert Read 2 – capital improvements). To co-inside with items in the revised, proposed architect contract, the project manager contract should be solidified before additional contracting done. Motion, made by Jennifer R and seconded by Robert, to approve Architect, Chip Greenburg’s revised proposal of April 7 pending the anticipated addition of the draft of the Owner-Architect Contract. Approved.

D. Fine Arts Committee:
There was no meeting. There are currently fewer display places available due to moving materials in anticipation of the renovations.

E. Planning Committee:
Starr handed out notes of the SOAR results. Two meetings with members of the public are being planned. See meeting minutes.

F. Technology Committee:
See minutes. Next meeting will be May 5, 2016 at 4:30pm.

Unfinished Business:
A. Programming position – job description update:
Starr handed out both a potential job description and the IRS 20 point checklist for determining contracts or employees. Starr will revise the job description to comply with the contractual requirements and present again in May.

B. SOAR analysis – proceeding to Community Conversations:
See 3E above.

C. Draft of guidelines for professional development:
Starr provided hardcopy guidelines for the Board to review for next meeting.

New Business:
A. Committee assignments and names:
Connie Bresnahan will be on Strategic Planning and Fine Arts Jennifer Rowe will be on Asset Development and Buildings and Grounds. Pam will no longer be on Fine Arts. Teen Advisory Board has been on hiatus. When it reactivates Susan would like to be a member.
The Asset Development Committee will now be called the Finance and Asset Development Committee with the intention to update the bylaws in the future to call it just the Finance Committee.
Confirmation of officers postponed until May.

B. Discussion of contracts to move forward on building plans:
See 3C above.

C. Personnel update:
Bonnie White has gotten another job, but will still be available as an on-call.
Upon review of town policy, Cal LaFountain may privately provide computer assistance away from the library.
There is a new position being advertised for a Children’s room clerk.
D. Uniform format for committee minutes:
The recommendation was made to have the minutes summarize the discussions of agenda items and include the next steps to be taken. This may be addressed further at the May meeting.
6. Other:
A. Department Reports: Library Director; Reference Librarian’s Reports;
Library Youth Services Report; Library Statistics:
See reports.
Robert reminded everyone that the book sale is coming up this month.
Howard briefly gave an overview of VLA/ALA opportunities and reminded everyone that the VLC (Vermont Library Conference) will be held May 18 at the Stowflake Inn. There is money in the budget for Trustees to attend.
7. Adjourn:
Motion to adjourn made by Adam and seconded by Howard at 6:50pm.
Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary
BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA
Tuesday—May 10, 2016—4:45PM.—Meeting Room

Brooks Memorial Library
Buildings and Grounds Committee Minutes
April 19, 2016

1. Call to order at 4:00

Committee members in attendance: Starr LaTronica, Lindsey Bellville, Jeanne Walsh, Paige Martin, Christine DeVallet, Elizabeth Tannenbaum, Jane Southworth, Robert Stack, Jenny Rowe, Pamela Becker
Absent: Leslie Markey, Prudence McKinney
Also in attendance: Chip Greenberg, project architect, and Steve Horton, project manager

2. Agenda changes or additions - None
3. Minutes of 3/29/16 were approved.

4. Old Business - Review of plans for the renovation:

Chip showed the revised architect plans which he made after meeting with Starr and Pam on Friday, 4/15. At that meeting, Starr shared feedback from the BML staff about the plans and ideas were discussed. Key points about changes in the newly revised plans:

1st floor

• Reference Office is a bit larger and Tutorial Room is a bit smaller. (Some discussion about sound proofing, ceiling, and visibility from the Ref. Office; all to be decided later.)
• Handicap accessible bathroom with some rearrangement of shelving.

Mezzanine

• Window and work station in the Local History Room were removed. (There was discussion about whether these features are necessary for patrons and for security.)

2nd Floor

• The Young Adult Room is now larger and extends to the window wall. The Technical Services Room will no longer have the “dog leg” shape of previous plan. A window will be cut into the outer wall to provide natural light for this space. The placement of the dividing wall and the exact size of the rooms is yet to be decided.

(Chip said that he will work with the Technical Services staff to discuss efficient use of the more open space.)

• A “Family Bathroom” which will also be handicap accessible will be built using most of what was the Meeting Room closet. The custodian’s closet will be larger and occupy the space that presently is the handicap bathroom.

• The Staff Room will have a coat closet and shelf area in back of the entrance door. Two rows of storage cabinets will be fitted into the back part of the room.

• At present the width for the doorways from the Meeting Room to the kitchen, and from the kitchen to the Staff Room, are not wide enough to make them handicap accessible. Increasing one or both is a possibility.

5. New Business - Discussion with Steve Horton and Chip Greenberg about how to proceed to
the next stages of this project.

•

Steve talked about the Brattleboro Town Energy Audit and the HVAC (Heat, Vents, Air Conditioning,) Capital Plan for 2017. (Projects for BML will include windows, a wood chip boiler and ventilation system updates.)

Chip stated that by and large our projects will not have to be “undone” by the HVAC work, especially if we avoid ceiling projects. Steve and Chip will review the plan with the Capital Plan in mind.

Phases of the plan were discussed. Money and Time.

•

Money - Steve said that we have a construction budget and we now need a project budget. He will put this budget together by looking at the different spaces under construction.

•

Time - Discussion of phases of the plan. Chip suggests starting with storage spaces, (art storage room and 1st floor storage room,) and then other 1st floor projects and lighting in Children’s Room. The two project parts that must be delayed until September are the Meeting Room floor and 2nd floor bathrooms.

Next Steps:

•

Steve will review Chip’s contract, discuss it with him, and make recommendations. He will then send it to the town lawyer for review and also send a copy to Starr.

•

Steve and Chip will meet to make a schedule and map out a plan, breaking it down by location.

•

Steve will apply for permits.

•

Small group meetings will be held to share information with Chip about details to finalize design decisions and get the plan to the schematic stage.

•

Sub-committees will meet to make decisions about uniformity of style and other design decisions including Art Storage Room fixtures. Starr will convene those meetings as needed.

Meeting was adjourned at 5:40.

The next meeting of the committee is scheduled for Tuesday, May 10th, 8AM.
Brooks Memorial Library
Strategic Planning Committee
Minutes April 21, 2016
Present: Jane Southworth (Chair), Lindsay Bellville, Pamela Becker, Starr LaTronica, Jeanne Walsh,
Howard Burrows, Elizabeth Tannenbaum
Minutes approved as read.
We edited the text for the postcard to send to engaged community members to invite them to the community conversations.
Brooks Memorial Library is looking to the future as we write our next five-year plan. We value your opinion and would very much like your input.
Libraries are more important than ever as community hubs, sources of information, technology centers, and incubators for early literacy. Brooks Memorial Library’s Strategic Planning Committee would like to hear from you about what more we can achieve together.
You are invited to attend a community conversation at the library:
May 19th from 7:00-8:30 p.m. OR
May 23rd from noon-1:30 pm.
Light snacks will be provided.
RSVP to let us know which session you will attend.
[note how to reply]
Set apart the info about dates and times so that people don’t miss them. Use different font, color, etc.
Signed by Jane and Starr
On the address side: We want to hear from you. Libraries are transforming. Be part of the conversation. We looked over the list of possible attendees for the community conversations and assigned committee members to find contact info.
There will be work session at 4:30 on Tuesday, May 3rd in the Local History Room.
Present: Howard Burrows, Jennifer Lann (minutes-keeper), Adam Franklin-Lyons, Staff: Starr LaTronica, Jeanne Walsh, Paige Martin, Cal LaFountain, Katie Montgomerie, volunteer

2. Call to Order / 4:37 PM

2. Agenda/Changes or additions

3. Public Comment


   - Edit from Howard: Linda.com is spelled “Lynda.com”

5. Old Business

   - Technology Help Sessions with Cal Update
     - Cal’s sessions are booked.
     - Jonathan’s new Friday appointments are booked
     - All going well.
     - Potential Brown Bag lunch could be booked this summer. Possible topics?
       - Online privacy (staff will attend sessions in June, so after those sessions)
       - Collaborative program with another group (Next action: Cal will ask Jonathan about the Brattleboro Area Techies)
       - New online resource from Vermont called Learning Express (Next action: Cal and maybe Lindsay attend May 27 training)
         - Online test prep options
         - Tutorial modules for students of all ages
         - Vermont Adult Learning excited about this resource, and a rep will attend the training.
       - Format-conversion workshops
       - How to organize your digital photo life

   - BML Pinterest Site Update (Katie Montgomerie, volunteer)
     - Boards updated.
     - Found Rotten Tomatoes as a good source of DVD images, and the image links to RT reviews
     - She will add a link to the library catalog at the top of each page.
     - Problem earlier with new book alerts which appears fixed now without any action on our part.
     - Can we add an announcement on the library homepage (beyond the Pinterest symbol)?
Next action: Katie will work with Jeanne to make a home page and a newsletter announcement.
  o There are still some old boards that Jerry made. **Next action:** Starr will ask Jerry about removing it.
  o She’s been including some humor—**Next action:** staff should check it out for appropriateness.

- **Children’s Room iPads Stands Update**
  o We have them, and they’re not up yet.
  o Waiting for the installer volunteer to be available.

- **Screencast software (updated as “Design Software”)**
  o Reminder: Screencast software decision pending the larger design software question.
  o Friends approved an Adobe Suite subscription and an iMac.
  o The Friends have to be the ones to purchase it. **Next action:** Cal will contact Friends.
  o **Next action:** we need signs with an Annual Appeal to show what was purchased. Starr will talk to the Friends about enlisting their designer.
  o Where should it go? Should be part of the library redesign. Maybe into reference area for now.

- **Phone system directory**
  o Still waiting for the town upgrade to the phone system. No date set yet.
  o In the meantime, we could simplify our phone message. John could be our announcer.
  o Jerry found a good, simple script that Jeanne has, and Jeanne has instructions for how to access the system.
  o What about program announcements currently recorded by John weekly?
    - **Let’s stop those.** They delay the information that most callers seek, and online resources contain those announcements.
    - **Special updates** would be unexpected closures instead.
  o **Next actions:** Starr and Jeanne will bring for tomorrow’s supervisors meeting discussion. Paige will ask for staff input on Jerry’s script, and once the script is revised (if it is), arrange for John to record a greatly revised version.

- **Online Privacy Education (was “Library Freedom Project and Tor Relay operations in libraries”)**
  o MIT has good open resources.
  o San Jose resources mentioned in the last meeting.
  o Cal, Paige, and Jeanne will attend an education session at the Howe Library in Hanover, NH: “More about Tor” (Friday, June 3).
    - **Includes ACLU Massachusetts and the Library Freedom Project.**
    - No one registered yet, but considering attending. Adam might go.
  o **Next action:** Anyone else wish to attend? Let Jeanne know.

- **Website refresh/redesign**
A logo redesign is also in the works, and so it’s stalled the website redesign.

- **Next action:** Starr: explore folding the Annual Appeal logo design as a part of the library logo redesign so that they’re compatible.

Jeanne: resource sharing is the priority of the Vermont Dept. of Libraries.

- Went to a DOL meeting about resource sharing software.
- Some libraries use their ILS as their website. Would that be an option on the horizon?
  - Patrons don’t distinguish between the catalog and the rest of the website.
  - Let’s not wait for that possibility to refresh the current site.

- **Next action:** Katie and Jeanne will collaborate to add museum passes, Pinterest announcement, and homepage photos. Jeanne will give Katie access to the website.

### Meeting Room Technology

- Technology should be part of the room’s upgrade.
- Funding: we have $1244 in grant money left, and we could use Annual Appeal money.
- Paige: We charge groups for the use of the room, which is all the more reason to make sure the tech is good. It pays for things like projector bulb replacement ($400).
- Speaker connections have been an issue.
- Howard suggests an incremental approach that starts with meeting the current need and moves to something exciting, 3D immersive, and more, and that goes beyond the walls of the library.
- Paige: what are the next steps? Ideally, we’d have something by the end of the year when people renew their room use. Some people need a slide projector, some need more advanced.
  - Adam: Slide digitization could be a service we could consider offering. Consider for the short-term: what would make it easier to use now, that would still work after the room redesign? And for the long term: think big: what would make the room ideally usable?
  - Could be compatible with Katie’s fall course on library design.

- **Next actions:** Paige and Cal will look into the logistics of replacing wired AV system with something more up-to-date.

### New Business

### Additions or Changes to the Agenda

- Howard encourages us to attend the Planning Committee meeting next Thursday, May 12, 4:30-6 p.m. in the Local History Room to help with the planning of the two upcoming community conversations/strategic planning gatherings. Consider: what would count as success for the preparation of a strategic plan for the library’s use of technology over the next five years?

8. Adjourned at 6:02 p.m.
CONTENTS: Minutes of March 30, 2016

NEXT MEETING DATE: TBD via Doodle Poll.
Librarianship is an intellectual activity in an ever-changing field. Staff development is essential to remain abreast of innovations in the field to better serve the public. It is incumbent for staff to be active in their associations to both benefit from and contribute to the profession.

Examples of continuing education, professional training, and development include, but are not limited to; attendance at in-library training programs, workshops sponsored by library organizations, webinars and online courses, participation on professional committees, and attendance and/or presentations at local, regional and national conferences.

Training and developmental activities in related fields will be considered if associated with the employee’s responsibilities.

All staff attendance must be pre-approved by the Library Director. Out-of-state attendance and reimbursement for the Library Director must be preapproved by the Board of Trustees.

The following priorities shall apply to meeting attendance:
1. Speaker or presenter.
2. Chairperson of a committee or task force, Conference committee, officer of the organization. Because much of the work of a committee chair, etc. is done outside work time, due recognition should be given to this function.
3. Member of a committee or task force.
4. First Conferences. Because professional growth will come after professional involvement, first-time attendance at state and national conferences will be given precedence.
5. Member of the association (for professional staff).
6. Non-member of the association.

Time Allowance for staff:
• When attendance is approved as time worked, time will be allowed for travel to and from the conference site, attendance at meetings, touring of exhibits, and other related activities.
• Any attendance on Saturday, Sunday, or holidays will be either at the staff member’s normal rate or on their own time as previously negotiated. It is the responsibility of the staff member to discuss this with his/her supervisor.
• When attending an activity beyond commuting, staff will receive a maximum of 7.5 hours for each day of attendance at the activity.

Reimbursement.
• Any staff member traveling on BML business which requires an overnight stay will be reimbursed for all necessary and reasonable expenses, including hotel bills, airline, rail, bus, and other transportation tickets, parking fees, registration fees, toll fees, and meals unless other expense arrangements are specified in advance. Charges for Room Service, liquor, and personal telephone calls are not reimbursable. When possible, staff members should share accommodations.
• Registration Fees. Staff members are expected to register during the pre-registration period to benefit from any discounts. Reimbursement for classes and conferences will be at the pre-registration member rate.
4/15/2016

BROOKS MEMORIAL LIBRARY

RE: Staff Monthly Meeting

ATTENDING: Starr, Maria, John, Paige, MaryBeth, Pat, Lindsey, Jay, Leslie, Jeanne, Hollis

Starr reported on the Board Meeting - Building and Grounds Committee

It was agreed to hire a project manager for the library re-vamp. Steve Horton was designated.

It was agreed to hire Chip Stevens to create the final plans for the re-vamp.

In no particular order the following items were discussed as priorities by the staff:

a. Lighting in the children’s area
b. Creating a wall in the genealogy room for the art collection
c. Storage cupboards in employees’ room
d. Vertical blinds in employees’ room
e. Give the library a professional cleaning
f. Heating/air conditioning upgrade (bound with town bldgs)
g. Possible solar panels on the roof
h. Hot water in the public bathrooms
i. Buy stand alone smoke alarms for public bathrooms
j. Deodorize the first floor by the windows
k. Create a staff committee on signage

Dark walk up hallway
Mezzanine door sign confusing
Library in general

Planning Committee:

The Planning Committee is working on the next five year plan. They will be developing a questionnaire for the community and there will be invitational meetings in May to further the process.

Starr brought up the possibility of changing the procedure for Fine Forgiveness. There was much discussion, but any decision, other than agreeing that there should be reform of this issue, has been tabled for the moment.

ADJ: 10:00
Investment Fund Expenses July 1, 2015 to YTD

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Prepared by Jerry Carbone 5/4/2016 # 6
## BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—May 10, 2016 —4:45PM.—Meeting Room**

### Endowment Fund Expenses and Income July 1, 2015 to June 30, 2016

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**Total for the Fiscal Year**

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<td>01-5-2800-216.00 Reimbursements</td>
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<td>01-5-2800-375.00 Gift Books &amp; Replacement</td>
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<tr>
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Total Library: 621,243.00
Total General Fund: 621,243.00
Total All Funds: 621,243.00
### Town of Brattleboro General Ledger

#### Revenue Report - General Fund

**Current Year Period:** 10 Apr

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<th>Applied For</th>
<th>Received To Date</th>
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<td><strong>Total General Fund</strong></td>
<td><strong>46,280.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>36,529.49</strong></td>
<td><strong>9,720.51</strong></td>
<td><strong>3,082.59</strong></td>
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<tr>
<td><strong>Total All Funds</strong></td>
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<td><strong>0.00</strong></td>
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<td><strong>9,720.51</strong></td>
<td><strong>3,082.59</strong></td>
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### BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—May 10, 2016 – 4:45PM.—Meeting Room**

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<th>1,799,855.78</th>
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<tbody>
<tr>
<td><strong>Gifts, Bequests and other Contributions</strong></td>
<td>240,000.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Net Income (note 1)</strong></td>
<td>656.51</td>
<td>1,142.47</td>
<td>3,403.04</td>
<td>857.38</td>
<td>2,339.07</td>
<td>3,552.17</td>
<td>11,947.85</td>
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<tr>
<td><strong>Disbursements</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Brooks Memorial Library</td>
<td>$(11,840.00)</td>
<td>$(11,840.00)</td>
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<td></td>
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<tr>
<td>Foreign &quot;Taxes Withheld&quot;</td>
<td>$(47.48)</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Gain (Loss) in Market Value of Assets (MVA)</strong></td>
<td>19,073.12</td>
<td>$(99,630.95)</td>
<td>$(21,862.24)</td>
<td>91,024.41</td>
<td>$(13,651.51)</td>
<td>2,130.77</td>
<td>$(22,914.19)</td>
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<tr>
<td><strong>Investment Endowment</strong></td>
<td>1,807,273.95</td>
<td>1,648,786.77</td>
<td>1,530,328.67</td>
<td>1,810,370.37</td>
<td>1,796,054.93</td>
<td>1,804,737.87</td>
<td>1,804,737.87</td>
</tr>
<tr>
<td><strong>Deposit Account (CD) at BSEL</strong></td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
</tr>
<tr>
<td><strong>Ending Market Value of Assets (EMV) (note 2)</strong></td>
<td>1,807,273.95</td>
<td>1,648,786.77</td>
<td>1,730,328.67</td>
<td>2,010,370.37</td>
<td>1,898,054.93</td>
<td>2,004,737.87</td>
<td>2,004,737.87</td>
</tr>
</tbody>
</table>

#### 1. Receipts of Income
- **Cash Dividends (Stocks and Mutual Funds)**: 654.98, 778.48, 2,570.55, 855.91, 1,172.10, 2,421.97, 8,453.97
- **Corporate Bonds**: 1.53, 1.51, 822.48, 1.48, 1,163.97, 263.95, 2,266.95
- **Treasury Bond Interest**: 362.50, 866.25, 1,228.75
- **Income**: 656.51, 1,142.47, 3,403.04, 857.38, 2,339.07, 3,552.17, 11,947.85

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

<table>
<thead>
<tr>
<th>Cash and Equivalent</th>
<th>579,154.39</th>
<th>593,933.90</th>
<th>546,460.12</th>
<th>756,408.51</th>
<th>678,605.44</th>
<th>178,900.50</th>
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<tbody>
<tr>
<td>Fixed Income (Bonds &amp; CDs)</td>
<td>56,928.00</td>
<td>102,285.00</td>
<td>103,143.77</td>
<td>129,919.46</td>
<td>127,814.31</td>
<td>589,698.35</td>
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<td>Equities (Stocks)</td>
<td>830,110.29</td>
<td>815,717.38</td>
<td>943,576.67</td>
<td>687,096.50</td>
<td>698,025.96</td>
<td>980,123.15</td>
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<tr>
<td>Equities (Mutual Funds)</td>
<td>37,081.27</td>
<td>30,979.40</td>
<td>37,149.19</td>
<td>36,045.44</td>
<td>36,809.02</td>
<td>36,005.67</td>
</tr>
<tr>
<td><strong>Total Ending Market Value of Assets</strong></td>
<td>1,807,273.95</td>
<td>1,648,786.77</td>
<td>1,730,328.67</td>
<td>2,010,370.37</td>
<td>1,898,054.93</td>
<td>2,004,737.87</td>
</tr>
</tbody>
</table>

#### 3. Performance Measures

- **Total Return = Net Income + Gain (Loss) in MVA**
  - 17,728.77
- **Rate of Return = Total Return / BMV**
  - 0.99%
- **Change in Portfolio Value = CPV - BMV**
  - 7,018.17
- **Income as % of Assets = Income / BMV**
  - 0.04%
- **Equity & S&P 500 Stock Index, Beginning of Month**
  - 2,083.11
- **S&P 500 Stock Index, End of Month**
  - 2,063.11
- **S&P 500 Rate of Return = (EMV1-BMV)/(BMV1)**
  - 1.97%

#### 4. Market Performance Comparisons

- **Fixed Income, 10 Year Treasury Note**
  - 2.19%

#### 5. Disbursements % of 2013 BMV

- **4% of 2014 Beginning Market Value**
- **Disbursements % of 2013 Beginning Market Value**
- **Mgmt Fee to Advisor**
  - (2,000.00)

#### 6. XXXX-3868 (Mem & Alloc Funds, etc)

- 62,983.54
- 62,018.88
- 60,480.64
- 70,701.43
- 64,976.62
- 57,733.75
- 67,733.75

#### 7. XXXX-3867 (Callista & Schoening)

- 44,979.86
- 43,739.00
- 43,315.94
- 44,845.70
- 44,808.83
- 44,498.70
- 44,498.70

#### 8. XXXX-3335 Brn, Froth, Wyatt, Jerard

- 39,061.10
- 37,217.11
- 36,892.70
- 36,862.39
- 38,680.15
- 38,358.87
- 38,358.87
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Gifts, Bequests and other Contributions</td>
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<td>1,947,692.09</td>
<td>1,893,372.80</td>
<td>2,017,641.94</td>
<td>2,007,408.80</td>
<td>-</td>
</tr>
<tr>
<td>Net Income (note 1)</td>
<td>1,224.48</td>
<td>1,438.37</td>
<td>3,758.64</td>
<td>2,330.09</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Disbursements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Brooks Memorial Library</td>
<td>11,840.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(43,600.00)</td>
</tr>
<tr>
<td>Foreign 'Taxes Withheld'</td>
<td>-59.90</td>
<td>-116.68</td>
<td>(274.29)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gain (Loss) in Market Value of Assets (MVA)</td>
<td>(44,174.91)</td>
<td>14,244.24</td>
<td>79,629.84</td>
<td>(926.34)</td>
<td>-</td>
<td>(216,241.74)</td>
</tr>
<tr>
<td>Investment Endowment</td>
<td>1,747,490.09</td>
<td>1,763,372.80</td>
<td>1,817,841.94</td>
<td>1,807,640.80</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deposits Account (CD) at BSEL</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>200,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Ending Market Value of Assets (EMV) (note 2)</td>
<td>1,947,490.09</td>
<td>1,963,372.80</td>
<td>2,017,841.94</td>
<td>2,007,640.80</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

1. Receipts of Income
- Cash Dividends (Stocks and Mutual Funds) 1,225.04 1,674.44 2,398.96 2,328.99 15,479.12
- Corporate Bonds 1.44 1.43 1,306.42 1.40 3,675.62
- Treasury Bond Interest 362.50 - - 1,591.25
- Income 1,224.48 1,438.37 3,758.64 2,330.09 - 20,645.99

2. Allocation of Assets (EMV)
- Cash and Equivalent 180,849.11 159,975.09 17,025.20 17,011.21
- Fixed Income (Bonds & CDs) 592,838.23 593,936.23 653,780.94 692,772.99
- Equities (Stocks) 2,036,240.35 1,018,416.40 1,136,835.89 1,102,834.70
- Equities (Mutual Funds) 30,097.40 - - -
- Total Ending Market Value of Assets 1,747,490.09 1,763,372.80 1,817,841.94 1,807,640.80 - -

- Cash and Equivalent 10.35% 8.58% 0.84% 0.82% -
- Fixed Income 33.02% 33.89% 36.52% 38.53% -
- Equities 53.61% 57.76% 62.54% 81.02% -
- Mutual Funds 2.12% 0.00% 0.00% 0.00% -
- Total Market Value of Assets 100.00% 100.00% 100.00% 100.00% -

3. Performance Measures
- Total Return = Net Income + Gain (Loss) in MVA (45,297.79) 15,682.71 74,335.94 (481.67) (185,585.75)
- Rate of Return = Total Return / BMV -2.26% 0.81% 3.79% -0.02% -100.00% -
- Change in Portfolio Value: CPV = EMV - BMV (37,047.79) 15,682.71 54,269.14 (10,233.14) -
- % Change in Portfolio Value = CPV / BMV -2.85% 0.81% 2.76% -0.61% -100.00% -

- Income as % of Assets = Income / BMV 0.06% 0.07% 0.19% 0.13% 0.00% -

4. Market Performance Comparisons
- Equity S&P 500 Stock Index: Beginning of Month 2,043.94 1,940.24 1,932.23 2,058.74
- S&P 500 Stock Index End of Month 1,880.24 1,832.23 2,005.74 2,088.30
- S&P 500 Rate of Return = (EMV/BMV - 1) 0.62% -0.41% 8.00% 0.27% -

- Fixed Income: 10 Year Treasury Note 1.92% 1.74% 1.77% 1.83%

5. Disbursements % of 2013 BMV
- 4% of 2014 Beginning Market Value -
- Disbursements % of 2013 Beginning Market Value -0.78% 0.00% -1.11% -0.78% 0.00% -2.47%

6. Mgmt Fee to Advisor $ (2,257.35) $ (2,275.42) -

7. xxxx-4868 (Mem & Alloc Funds, etc) 44,963.89 61,580.28 79,157.45 89,140.60
- xxxx-3811 (Callista & Schorling) 43,916.71 43,904.05 45,284.37 45,479.53
- xxxx-7777 Loud Fund 23,068.51 23,068.51 26,101.85 29,250.11
- xxxx-3335 Brn, Froth, Wyatt, Jerard 37,524.98 37,524.98 39,481.05 39,750.34
Director’s Report for April 2016
Moving forward with our building improvement project, staff has engaged in multiple meetings with the architect to hone the plans for maximizing space for public and staff functions. There have been many refinements and adjustments as we work through the process.
The Strategic Planning Committee of the Board of Trustees has issued invitations to engaged members of the community to participate in two sessions of preliminary conversations (May 19th and May 23rd) to guide us in forming the basis for outreach to elicit broad participation in our next five year plan. We are looking forward to input from a wide array of Brattleboro residents to help us establish our priorities for future resources, materials services and activities. So far, I have only received one RSVP, but I sure the pace will pick up as we near the dates.
Thanks to the efforts of Chief Mike Bucossi, who worked with me to include a request in his grant proposal, the library will be able to purchase a multiple use charging station for personal electronic communication devices to be used by the public in the event of a community emergency.
Jeanne and I had the opportunity to work with Kirsten Neuf, the social worker with the police department on some issues with a problem patron. She was tremendously helpful and I have asked if she could conduct a brief training for staff at some time in the future.
Library Publicity: I appeared on Green Mountain Morning to talk about library programs and services. The podcast is available at [http://wkvtradio.com/gmm/at-your-local-library-20/](http://wkvtradio.com/gmm/at-your-local-library-20/)
Our First Wednesday program on What the Buddhists Teach and was a tremendous success, attended by approximately 124 people.
I attended (virtually) my first managers’ meeting of the Catamount Library Network.
Professional Development: The sessions I attended at Public Library Association Conference were very valuable. I chose topics that focused on building design and function and outreach/community engagement. A full report will follow.
Some interesting April statistics:
Circulated items (e.g. books, DVDs, audio books, etc.) 13,506
Reference question 176
Technology questions 310
Public Access Internet: # of hours 3407
Public Access Internet # of users 5286
Wi-Fi # of sessions 11,530
Visitors 56,484
The Public Library Association Virtual Conference was a hit. Staff enjoyed their sessions and expressed hope for future opportunities like this one. Our reports on specific sessions are included in the April Trustees packet.

We adopted the paper index to the Brattleboro Reformer, which was compiled by Reformer staff over many years of its history. The index is in a series of 3x5 index card files and will enable library users to search the Reformer by subject for the latter part of the 20th century: the pre-digital era that’s notoriously hard to research. Bob Audette and others at the Reformer were delighted that the index will have a proper home where it’s accessible to the public. For the moment, it’s stashed under the table in the Local History Room, but as the special collections room begins to take shape, we’ll arrange for proper storage of this great resource.

Volunteer Jonathan Kinnersley welcomed his first technology clients in April. Like Cal, Jonathan is working individually with library patrons on technology questions. His presence allows us to offer two more tech appointments each week, at noon and 12:30 on Fridays. Meanwhile, Cal’s appointment schedule continues to be full. It’s clear that the library is providing a vital service for community members who need to increase their technological literacy—i.e., all of us!

Tiny historians from Academy School visited with their teachers to see artifacts, photos, and books from Brattleboro’s history. As always, Thunderbolt’s sword cane was a big hit.

Statewide resource sharing is a priority for the Vermont Department of Libraries, and I attended three vendor demos as part of a public and academic library advisory group on this topic. It was amazing to see how these systems have evolved since the current system, VALS, debuted in the 1980s. Vermont has a wide variety of libraries with varying human and technological resources, and it’s tricky to find a system that will enable all—or-most—to participate. Nonetheless, there are some exciting possibilities. We should know more soon.

Jeanne Walsh
5/6/16
Youth Services Board Report - April 2016

Between Month of the Young Child, National Library Week and Spring Break, April has been a whirlwind of activity in the Children’s Room. While April is officially known as the Month of the Young Child, it may also have been known as the Month of the Book Giveaway in the Children’s Room. Thanks to a generous donation of “Oh So Tiny Bunny” books from author David Kirk, we were able to gift nearly 70 families with a copy of this adorable book. Both parents and children were delighted with their new book with many children hugging their copy as they left the library. In April, we wrapped up our Dorothy Canfield Fisher (DCF) award “Read to Win” contest. Readers who had checked out a DCF book over the previous few weeks were able to enter their name in a book giveaway. Thanks to the many Advanced Readers and promotional copies Starr receives from various publishers we were able to award a new book to every child who entered- we gave away 15 books! This contest and the DCF March Madness playoff display, where titles moved on to the next round based on circulation, were both build up for DCF voting. For the first time in many years we participated in the statewide voting for the Dorothy Canfield Fisher award. Any student who had read a minimum of 5 nominees and had not voted through their school were eligible to vote. We had three children cast their vote at the library. The book giveaways continued for National Library Week. Patrons who checked out library items could enter their name into a drawing for the title of their choice. Again using Advanced Readers and promotional books we were able to award 14 books bringing the monthly total to just under 100 books!

In addition to our weekly Rhyme Times and monthly LEGO-palooza, we held a number of programs during Spring Break. On Monday we showed “The Good Dinosaur” to an audience of 13 children and 9 adults which was a great turnout considering the amazing weather. We held our always popular Fairy Houses & Gnome Homes workshop on Tuesday April 19. Fifteen children and eight adults created tiny homes using bark, sticks, moss, shells, rocks and moss. On Friday April 22 at 10:30 am we had 18 children and 18 adults join us for our fourth annual Toddler Dance Party. Our twenty five minutes of dancing worked up an appetite so we ended our party with snacks of apples, bananas, goldfish crackers, pitas with hummus and a choice of milk, apple juice or water. A big thank you to Early Education Services and the Friends of Brooks Memorial Library for the yummy, healthy snacks!

You may have seen the Reformer article about Beth Reed from Let’s Grow Kids joining us for Rhyme Time on Wednesday April 13. Beth came to talk to parents about the importance of early literacy and quality child care in Vermont. We hope to have Let’s Grow Kids visit us again next year to help spread this important message.  
--Lindsay Bellville - Youth Services Librarian

Youth Services Board Report – April 2016

For the Month of May, the Children’s Room is also planning a maker activity on Saturday. On May 14th, we will host a Scratch Day for kids to learn about coding with Scratch programming. This will happen on from 1:00-3:00, and it will be for beginning to advanced coders. We encourage kids and their families to come and learn, but also share if they do have tips about coding with Scratch. Computers and laptops will be provided. Weeding is continuing in the Young Adult section. The shelves have been weeded up until letter H as of this past week. In the Young Adult Section we are also working on beginning to sticker certain popular genres including Science Fiction, Steam Punk, and Dystopic Fiction.

In April, I also attended the book club group at BUHS, and gave away 10 Advanced Reader Copies of books we received at the library. I will be going to the last book club meeting in May and talking to teens about signing up for the online summer reading program that we offer at the library and advertising some of our volunteer positions that we will have open in the summer.

--Paige Martin –Assistant Youth Services Librarian
Libraries = Education: Reclaiming our purpose for the 21st century
PLA virtual conference session, Valerie Gross, President/CEO, Howard County Library System, Maryland

“Public libraries at the turn of the 20th century were established as educational institutions, delivering equal opportunity in education for all. ‘Libraries = Education’ reclaims this original purpose.”

Notice how these pillars include virtually everything we do, for all ages. Even recreational reading can be an enlightening experience. Curiosity, imagination, fun, and play are all part of education.

We don’t have to change what we do, only what we say about it, e.g. “We deliver equal opportunity in education to everybody in the Brattleboro area.”

Note that we’re not just an educational “resource” and we don’t just play a “role” in education, we are an educational institution.

“Libraries = Education” language can help us get rid of alienating library jargon:

<table>
<thead>
<tr>
<th>Current term</th>
<th>Other possibilities</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifelong learning</td>
<td>Community education, a lifetime of education</td>
<td>It’s been noted that people outside libraries don’t relate to “lifelong learning”</td>
</tr>
<tr>
<td>Patron</td>
<td>Oops, didn’t write it down! -JMW</td>
<td>“Patron” makes people think of patrons of the arts. If we want public funding, we want to eliminate that association.</td>
</tr>
<tr>
<td>Circulation</td>
<td>Customer service, borrowing, loans</td>
<td>It was kind of cool to see a picture of the big sign over the desk at one of the Howard libraries that said Customer Service and Research. -JMW</td>
</tr>
<tr>
<td>Reference</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>Unavoidable, but...</td>
<td>Use it when you need it, but don’t keep harping on it. People don’t relate to the word.</td>
</tr>
<tr>
<td>Storytime</td>
<td>Preschool classes</td>
<td>“Storytime” is perceived as play, recreation, and babysitting. It devalues the service.</td>
</tr>
<tr>
<td>Programs and services</td>
<td>Curriculum</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Circulation clerk</td>
<td>Customer service specialist</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Executive director</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Instruction</td>
<td>This was in a pie-chart budget! - JMW</td>
</tr>
</tbody>
</table>

More phrases: [http://valeriegross.com/Miscellaneous.html#Phrases_to_eliminate](http://valeriegross.com/Miscellaneous.html#Phrases_to_eliminate)

Be optimistic! Nobody’s going to invest in a company that says “How do we remain relevant?”

We were skeptical about some of this (Would calling rhyme time a “preschool class” be misleading?), but it’s worth considering some of it. Valerie shared big funding success stories that showed how Libraries = Education is a resonant message at local and state levels.

Possibilities for using this at Brooks:

- Adopt some of the vocabulary; for example, “Research” rather than “Reference.”
- Use the Three Pillars idea in strategic planning.
Data Driven to right size the collection

Evaluate and adjust for space.
Give patrons what they want.

Dedicate more space to collections that are growing and have high turnover rate (the percentage of check outs for the size of the collection) This is important so that the collection is not weeded prematurely.

Need to collect data. Count linear feet of shelves and the number of items in each collection and the number of items out at lowest circulation. The presenting library used a software program.

Ideally, shelves should be filled to 75% of capacity.

Some libraries lease titles to meet demand. Then, all of the copies do not end up in the stacks.

Identify core collection titles.

Right size for Dewey ranges. For example, how many cookbooks go out compared to the amount of space dedicated to the subject.

The goal is to match the Patron needs to the space allocated.

Need to analyze the collection, budget, adjust shelves, weed and monitor.

Collection should contain few to zero of unwanted books and they should all be in good condition.

The idea that we have been discussing for Reference was reinforced. The unused reference books take up valuable space. Some could be shifted to circulation, others purchased in e-format.

Therese
4/21/2016

Designing for patron behavior

When customers have too many choices, it can be overwhelming. If displays have fewer items that are replenished, more items circulate. I implemented this with the Movie display and it seems to be true. Too much clutter, with many choices is not appealing.
Adopt retail marketing techniques.

Consider putting popular collections in “dead zones”. Patrons will find the popular collection and the dead collection may revive from increased exposure.

Therese and Pat
4/21/2016
Design Thinking at Your Library: Try Try Again ~ Jay

This session focused on defining a library’s objectives, visualizing them, and then implementing them based on what is possible.

One of the first slides read:

What is Design Thinking?

- **Empathize** – going out into the community to find out what patron *really* want; don’t assume you know what they want. Surveys, focus groups
- **(Re)Define the Problem** – list the challenges at the heart of the problem, define aspirations, look for design opportunities, then (if necessary) repeat
- **Brainstorm** – come up with grand ideas. Ideas are free – Dream Big!!!
- **Prototype** – using tools within arm’s reach, make a prototype of your idea; drawing, craft, photo – helps to communicate an idea (therefore visualize it). Can be simple or complex
- **Iterate** – don’t be afraid to fail – try again

Basically we’re already doing some of this with our strategic planning, making lists of grand ideas and discussing what is possible with the resources we have. During this session we performed an exercise where one of the speakers was planning a Star Wars/Star Trek party and we had to respond with “*but*” questions (yeah, *but* what if the two groups don’t get along, *but* what if there’s a blizzard, etc…) After a dozen or so “*but*”s the party was cancelling. Next we offered “*and*” questions (*and* what if we made it a dress up party, *and* what if there were ewok and klingon shaped cookies. Compared with the downer “*but*” questions, “*and*” questions offered a sense of collaboration and the party was a success!!!

The biggest points – LISTEN for what patron’s really want, GO to where the patrons you want to attract are to gather input, DREAM big ideas, VISUALIZE how they might be realized, IMPLEMENT these ideas within the means at your library’s disposal, and REEXAMINE if your goal isn’t realized or can not be implemented as you originally intended.