

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

January 10, 2017

Present: Trustees Pam Becker, Jane Southworth, Adam Franklin-Lyons, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Howard Burrows, Robert Stack, Susan Troy. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher.

1. Call to Order:

Pam called the meeting to order at 4:53pm.

1A. Agenda Changes or Additions: None

1B. Public Comments: none

2. Minutes of December 13, 2016:

Upon motion, made by Jane and seconded by Connie, the minutes were approved.

3. Committee Reports:

A. Friends of the Library:

In the absence of Friends President, Joyce Marcel, Howard reported:

Friends needs new members, particularly tech support.

First Wednesdays have been well received

Starr added: She has a meeting with Joyce and Connie Kimball, Friends Treasurer, on Friday to discuss the budget. The capital campaign has collected over \$10,000 so far which is more than last year.

B. Building and Grounds Committee:

Renovations are progressing. The reference area and main floor storage renovations will begin soon with the framing of a new wall. To cover the expense of the chosen carpet for the children's room the plan has been modified to postpone building the platform to a later date.

Motion: Jenn Lann moved and Robert seconded that the children's room will be closed from February 6-11 for renovation. Passed unanimously.

Some discussion on how best to acknowledge the named fund donors; plaques on the wall, naming spaces after donors. This is an ongoing discussion.

C. Finance/Asset Development Committee:

The Treasurer's report was reviewed. Funds are at acceptable levels. See report.

D. Fine Arts Committee: see minutes.

E. Planning Committee: see minutes. Next meeting January 26.

F. Technology Committee: see minutes.

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G. ALA/VLA:

There is a lot going on in these organizations. Howard encourages the board members to become more involved. VLA needs a new membership person and a government liaison.

4. Old Business:

A. Request to house Stephen Daye Press Collection:

This request is still on hold pending completion of the renovations to the Local History room.

B. Policy on storage of documents that are not available to the public.

First reading of the new policy: Access to Materials BR 3-2(E)

The Library selects materials and maintains its collections for the use of all members of the Brattleboro community.

The Library does not provide housing or support for materials or collections that are not available to the public, or are available only under restrictions that exceed those that would apply under Library policy to materials of a like kind.

C. Retention of written records

First reading of changes to the retention policy to remove the following:

Adult patron registration forms - 1 year

Patron circulation transaction backup tapes - 1 week

Request for dismissal forms - Retain 5 calendar years.

Starr explained that with digitization hard copies of these records are no longer needed.

D. Breakfast for staff

The Board set the date of February 16 at 8am for the staff appreciation breakfast. Susan will coordinate with assistance from Connie.

5. New Business:

A. Building Issues:

The boiler issue may be resolved by replacement with a boiler that is no longer needed by the Fire Department.

HVAC system still has problems.

There have been problems with the latch on the front door. Portland Glass, the original installer, has been contacted.

The board will consider organizing two events this year. An open house when the renovations are complete and a celebration in the fall for the library's 50th anniversary.

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B. Revision of meeting room policies.

For a first reading at the next board meeting, Starr will provide revised policies for the large meeting room and have new policies for the smaller meeting rooms.

C. Library cards for media professionals.

Businesses can already get library cards that can be used by employees.

6. Other

A. Department Reports: Library Director; Children's Room Report; Reference Report. See reports.

Starr was pleased to announce that the Library will be used for community conversations on the National Day of Racial Healing to be held January 17. This event is being organized by SIT (School for International Training)

Jennifer Lann announced that she will not put her name forward for reappointment to the board.

7. Adjourn:

Motion to adjourn made by Jane and seconded by Jenn L at 6:27pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary