

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 14, 2017**

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

1. Call to Order:

Pam called the meeting to order at 4:52pm.

1A. Agenda Changes or Additions: added 7 items under new business see 5F – 5L.

1B. Public Comments: none

2. Minutes of January 10, 2017:

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

3. Committee Reports:

A. Friends of the Library:

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

- Annual appeal has collected \$11,624.92
- Trivia night winners donated their winnings: \$280.00
- Ben & Jerry's donated \$1000.00 that went to Brooks memorial gifts and small gifts received a \$100.00 bill, found by a patron in a book.
- Friends will do another benefit concert in the Spring with Verandah Porche and Patty Carpenter. Details are being finalized.
- There will be a game night in early March.
- Bob Oeser will maintain the Friends database.
- The Friends are working on clarifying what their funds will pay for. The current statement reads: "The Friends support the library through funding and support for: lifelong learning programs, Children's Room activities, public cultural and information events, and the purchase of special material, equipment and supplies. Friends funding does not support Library personnel, facilities or capital requests." If the Trustees have ideas the Friends would welcome their input.

B. Building and Grounds Committee:

Last meeting was snowed out. The committee will meet next week. Of the \$10,000 additional funds for the construction project there is \$4767.00 left and the committee does not anticipate any more unexpected alterations to the plan, as there is little left that has not been addressed.

Removing the old carpet from the main floor may be more expensive than anticipated as the glue is well set and will have to be removed before the tile can be installed but the difference between the cost of tile and carpet should still be within the budget.

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C. Finance/Asset Development Committee:

The committee has a meeting next Tuesday with a retired financial manager who will answer general questions about endowment management and investment policies.

D. Fine Arts Committee:

No meeting has been held. There was a class on to Wikipedia page management that was well received. The committee will discuss best placement of the display cases in the upstairs hallway after the Teen room construction is complete.

E. Planning Committee:

No meeting yet in February. Next meeting: Thursday, February 23.

F. Technology Committee:

Next meeting February 16. As Jenn L is leaving the Board another member will need to chair the meetings.

G. ALA/VLA:

Howard had sent the board members a PBS article of interest about concerns facing libraries and communities in the coming months.

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. Retention of written records

Second 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.

Motion: To accept the revision. Moved by Howard, seconded by Adam. Passed unanimously.

C. Breakfast for staff

The Board rescheduled the date of the staff appreciation breakfast to March 16 at 8AM. Susan will still coordinate with assistance from Connie.

5. New Business:

A. Revision of meeting room policies.

This is on hold pending completion of renovations.

B. Director's Evaluation:

Pam, Robert and Connie will undertake this with Adam as an alternate if needed.

C. Create a schedule for evaluating and updating policies:

When new members join the board the policies will be reviewed on a rolling schedule.

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D. Request to host community calendar:

The library has been asked to add a link from the website to an unfiltered community calendar. The board needs more information before making a decision.

E. Open library after hours for Women's Freedom Center event May 4, 2017.

Motion: Connie moved to open the library after hours for the Women's Freedom Center event on May 4, 2017. Jane seconded. Passed unanimously.

F. Four letters of interest have been received for the open Trustee seat. Connie, Robert, Howard and Susan will be the interview committee.

G. The library report for the Town Report has been completed.

H. The location of the monthly board meeting will be permanently moved to the local history room to accommodate groups that wish to use the larger meeting room.

I. Motion: To allocate \$5000.00 from the Board special projects fund BR15 for the purchase of new meeting room chairs. Moved by Adam, seconded by Jenn. Passed unanimously.

J. Starr informed the board that the library has been asked to support three grants: Building community books and art in southern Vermont; Middlebury College state library digital public library project; and National Endowment of the Arts, Creating community humanities.

K. Starr announced that a patron has filed for a patent and was effusive in thanking library staff members Jeanne and Matt for their assistance.

L. Martha Reid, Vermont state librarian, is leaving the post on Friday. The staff would like to send flowers.

Next action: Jenn L will supply a template for a letter from the Board to the Governor, copied to our state legislators, senators and the selectboard, emphasizing the importance of state librarian and requesting that the position be filled promptly.

6. Other

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

7. Adjourn:

Motion to adjourn made by Jenn L at 6:20pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary