

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

April 11, 2017

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

Call to Order: Pam called the meeting to order at 4:47pm.

Agenda Changes or Additions: Under Other Business add a request to open the library on a Sunday for a special event; the additional cost of stripping the floor; and the possibility of de-accessioning the books in the Loud collection.

Welcome Amity DeAngelis: The Board welcomed new member Amity DeAngelis.

Election of Officers and appointments to committees:

The following individuals were nominated and unanimously elected to fill these positions;

Robert Stack – President
Jennifer Rowe – Vice President
Susan Troy – Secretary
Adam Franklin-Lyons will remain Treasurer

Committee assignments:

Asset Development: Chair – Adam; members – Robert, Jenny and Pam
Building and Grounds: Chair – Pam; members – Jenny and Jane
Technology: Chair – Amity; members Howard and Adam
Fine Arts: Chair – Howard; member Connie
Strategic Planning: Chair – Jane; members Susan, Pam, and Connie
Liaison to Friends – Connie
Liaison to ALA/VLA – Howard

There was discussion of adding an advocacy coordinator position. Howard and Starr will discuss and bring ideas to a future meeting.

Public Comments: none

Minutes of March 21, 2017:

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

Committee Reports:

A. Friends of the Library:

Friends President, Joyce Marcel, reported:

- The benefit concert with Verandah Porche and Patty Carpenter is scheduled for May 5
- The film festival on Journalism will begin with a showing of Deadline USA followed by a discussion.
- It is five weeks to the book sale.
- The Friends have a budget of \$1000.00 available for use by the Fine Arts committee.
- The Friends are buying chairs for the young adult area.

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- The Friends are also buying folding chairs to be used as needed.

B. Building and Grounds Committee:

See meeting minutes. Carpet for the storage space was included in the project. The problem of the leak at the back of the library seems to have been resolved by the cleaning of a drain. The replacement of the tiles damaged by the leak will be paid by the town. The Public Works Department will check the exterior drainage around the library. The town has the HVAC system in the budget but not replacement of the ceiling tiles. When the tiles are finally replaced it should be with sound dampening material.

C. Finance/Asset Development Committee:

See reports.

Motion: Adam moved and Howard seconded that \$2000.00 from the \$96,000 undesignated funds to be used for finishing touches to the building project; cleaning the kitchen floor and re-carpeting the staff room. Passed.

Motion: Adam moved and Connie seconded that an additional \$1000.00 be used to bolster the maintenance fund to the end of the fiscal year, June 30. Passed.

D. Fine Arts Committee:

The committee has held a meeting and will soon be back on a regular meeting schedule. Plans for displaying and promoting the collection are being considered.

E. Planning Committee:

The strategic plan should be ready for presentation at the May board meeting.

F. Technology Committee:

See meeting minutes.

G. ALA/VLA:

VLA is holding an unconference at Killington on May 18. VLA and NLA will have a combined conference in the fall. As part of National Library Week, April 9-15, VLA would like a one day snapshot of the number of people and books at the library by Friday and by April 30, a snapshot of something that the library has done this year.

Old Business:

A. Director's evaluation:

Starr thanked everyone for their comments.

B. Request to house Stephen Daye Press collection:

Still on hold pending review of the space needed.

C. Policies for new meeting spaces:

1st reading of the draft policy. Revisions discussed. Starr will begin using the new

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policies in draft form before final approval by the board.

D. Open house to unveil changes to the public:

Open house will be held on April 29 from 2- 4pm.

Motion: Adam moved and Jane seconded that \$300.00 from the Board Approved Projects fund be approved to pay for refreshments and supplies. Passed.

E. 50th anniversary celebration:

The committee will hold its first meeting at the beginning of May.

F. Trustees training:

Scott Murphy, acting state librarian, will either come or send someone to do a training in the next few months.

New Business:

Everything went smoothly at Town Meeting. No questions of library needs were raised.

The library will field a team for the trivia event. If more than the maximum participants are present another team can be formed.

Other:

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

Motion: That the library be open on Sunday, May 7 in the afternoon for Climate Change Co-Opera event. Moved by Howard and seconded by Jane. Passed.

Stripping the floor will cost an additional \$300.00 which will come out of the maintenance budget.

Motion: Pam moved that Starr approach the Brattle Book Shop to evaluate the Loud Collection books for potential de-accessioning. Seconded by Connie. Passed.

Robert would like the board to consider beginning preliminary cost estimates for a renovation of the rooftop by the children's room to be funded by the anticipated bequest before making decisions about the distribution of the expected funds.

Adjourn:

Adjourned at 7:00pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary