

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

June 13, 2017

Present: Trustees Robert Stack, Jane Southworth, Connie Bresnahan, Pam Becker, Howard Burrows, Amity DeAngelis, Adam Franklin-Lyons, and Jennifer Rowe. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher. Absent: Susan Troy

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

Agenda Changes or Additions: Add 50th anniversary planning to old business. Also added two additional requests for after hours events under new business

Public Comments: none

Minutes of May 9, 2017:

Jane moved and Connie seconded that the minutes be accepted. Passed

Committee Reports:

A. Friends of the Library:

- Booksale has made \$2,553 so far. Betsy and Therese deserve thanks for all of their work.
- A grant is being sought for the History of Publishing in Brattleboro project.
- The 1st Wednesdays subcommittee is meeting about next year's programs
- Friends President, Joyce Marcel, attended the 50th anniversary planning meeting
- The Friends board will not meet in June or July
- The Friends annual meeting was lightly attended, but the program portion was well attended.

B. Building and Grounds Committee:

In addition to the minutes from the June 13 meeting, Pam reported the following:

There have been additional leaks from the upstairs bathroom that ruined more books. A plumber was called in who replaced the gasket and cleared a clogged drain. This is not a permanent solution so the committee is going to consult Steve Horton about this problem and the continuing issue with exterior drainage. Starr has also met with the Assistant Town Manager for preliminary contact about the replacement of the HVAC system. Some of these issues may be combined and dealt with at the same time, as may the concern about the temperature in the children's room.

The committee has been prioritizing the list of projects. It was decided that painting and magnetizing the doors are low priority.

Mastaller will clean the floors in July.

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The guidelines for spending the \$20,000 committee budget are as follows:

“The \$20,000 approved by the Board of Trustees for Building and Grounds projects will be for improvements made to the Public Areas of the Library, keeping the Strategic Plan in mind. Those funds will not be for maintenance costs normally covered by budget lines, nor should they be for costs of emergency needs. (i.e.drainage problems and leaks.)”

C. Finance/Asset Development Committee:

To clarify the Buildings and Grounds budget is from the Read Fund.

Before the next meeting the committee will look at how the report sheets will be organized. The Town shows some individual funds in the budget, but many of the funds have been consolidated into Gifts, Restricted Funds, and Board Project Fund accounts. The Town writes checks for Board expenditures and the Library Board reimburses the Town.

The Pike bequest is expected to amount to \$300,000 in December of 2018.

Motion: Adam moved and Jane seconded that the endowment draw budget be passed as presented. Following some clarifying discussion, the motion passed unanimously.

The committee will invest in a low risk Schwab fund, administered by the Treasurer for those funds not in the Long Term Endowment Fund and in excess of cash needed on hand to be called the Board Projects Fund that will be available to the Board at need. An addition to the finance section of the bylaws will be drafted and voted on at a future Trustees meeting.

D. Fine Arts Committee:

Fine Arts met last week – minutes will be forthcoming. The committee is exploring options for promoting the collection with the help of a new intern.

Starr has gotten estimates from Portland Glass for plexiglass or Lexan for the children’s level display cases. She will also enquire at Brown and Roberts.

Planning for the Anna Dewdney event is progressing.

As a member of Vermont Historical Society the library is eligible for a grant to help assess what cleaning or restoration may be needed on items in the collection.

E. Planning Committee:

Motion: Jane moved to approve The Plan to Achieve our Mission: Service Priorities and Actions for the next five years. Seconded by Pam. Passed unanimously.

The committee will continue to meet quarterly to assess progress and achievement.

F. Technology Committee:

See minutes. Promotion should also be done to inform young adults about the computer access available at the library.

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G. ALA/VLA:

Scott Murphy is the new State Librarian.

The American Library Association is a remarkable resource with eleven divisions covering every aspect of library concerns. The board members are encouraged to explore the opportunities.

Old Business:

A. Request to house Stephen Daye Press collection:

Some questions remain regarding the long term disposition of the collection. Starr will contact the family for clarification. When the questions are resolved satisfactorily the collection can be housed in a locked case in the local history room.

B. Policies for new meeting spaces:

The experimental policies are in use. They still need some modification and will be voted on when the wrinkles are ironed out.

C. Trustee training:

Starr will contact Lara Keenan at the State Librarian's office to discuss possible training session ideas and times.

D. 50th Anniversary planning:

The committee met recently. Ideas were suggested for fun adult and children's events. The Friends may sponsor a book bag. The committee will meet again on July 5 at 6pm. Everyone is encouraged to participate.

New Business:

Motion: Jane moved and Pam seconded that the Library be open from 7 – 9 PM on July 28 for a Zombie Tag event. Passed.

Motion: Jane moved and Adam seconded that the Library be open late on July 13 for a nature program. Passed.

Marlboro College will be holding public readings at the Library from 5 – 6 PM, July 31 – August 4 as part of a veterans' writing program.

The Trustees meeting will continue on the usual schedule for the summer. Five members are needed for a quorum.

Other:

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

Adjourn:

Adjourned at 6:55pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary