

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

July 11, 2017

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

Call to Order: Robert called the meeting to order at 4:52pm.

Agenda Changes or Additions: None

Public Comments: Jane Southworth donated a book of Cielle Tewksbury's poetry to the library.

Minutes of June 13, 2017:

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

The report of the Children's Librarian, regarding the teen activities was discussed. Last year there were four participants, so far this year there are forty. Events are funded by the Friends. Discussion of the need for additional staff to allow more time for current staff to conduct programs ensued.

Committee Reports:

A. Friends of the Library:

In the absence of a Friends representative there was no report.

B. Building and Grounds Committee:

The water leak in back of the library is still a problem. Various possibilities for remedying the problem are being tried. The town is planning to introduce a new maintenance schedule which may alter the availability of cleaning and maintenance staff.

C. Finance/Asset Development Committee:

Motion: Adam moved to draw \$10,000 from the Calista/Schorling fund to be spent on books. Seconded by Jane. Passed unanimously.

The committee held an informational meeting with Marilyn Distelberg, who has volunteered to set up the Quickbooks program the committee would like to invest in. This will make the monthly financial reports cleaner and easier to read.

The amount to be received from the Howland bequest is \$107,430.03.

D. Fine Arts Committee:

No new activity. The committee is still looking into what needs to be cleaned or restored in the collection. The next meeting is in two days.

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E. Planning Committee:

A bound copy of the strategic plan is now available. Starr and Jane will attend the Selectboard meeting when it is discussed.

F. Technology Committee:

See minutes. Question was raised on the cost of buying new computers which would be within the purview of the Board should they wish to do so. There was discussion around looking at all of the libraries expenses in a more holistic manner in the future to help the Board assess and prioritize projects.

G. ALA/VLA:

Social Justice was a focal topic at the ALA conference. The October NELA meeting will have many other topics of interest.

The State Library has introduced a new system for inter-library loans which will require additional staff time and training. Coverage for training is an issue. There is no money in the budget for substitutes but it may be possible to work out some sort of stipend situation from the professional development funds. Starr will investigate the options.

There is diversity training that Starr, Jeanne and Robert plan to attend on July 26.

There will be an advocacy boot camp in October for those interested in attending.

H. 50th Anniversary committee

The committee met on Monday. The celebration is planned for Saturday, September 23 with events for children in the morning and adults in the afternoon. Speakers, music and children's entertainment are being organized. The budget will be presented at the August Board meeting.

Old Business:

A. Request to house Stephen Daye Press collection:

Motion: That Brooks Memorial Library accept the gift of the Stephen Daye Press collection under the terms agreed to in communications between Starr and Steve Hooper. Moved by Jane; seconded by Pam. Passed unanimously.

B. Policies for new meeting spaces:

Written policies will be presented at the next Board meeting. It was suggested that information be added to the website regarding reserving the meeting rooms.

C. Trustee training:

Starr has contacted Lara Keenan at the State Librarian's office to discuss possible training session ideas and times. Starr will follow up and bring further details to a later meeting.

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Other:

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

Robert proposed that the Board consider the possibility of a sister library or libraries.

Adjourn:

Adjourned at 6:35pm. Moved by Jane; seconded by Pam.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary

DRAFT

DESCRIPTION	ACCT	FULL YEAR BUDGET	ROLLOVER From 2016-2017	YTD CREDIT	YTD DEBIT	BALANCE			
				CREDIT	DEBIT				
LIBRARY DONATIONS TO TOWN	BR02	\$0.00				\$0.00	\$0.00	Rollover from 2016	\$0.00
Staff Conferences and Training	BR03	\$5,000.00		\$1,250.00		\$0.00	\$1,250.00	DEPOSITS TO DATE	\$18,520.00
CONTRACTUAL SERVICES	BR04	\$16,000.00		\$4,000.00		\$0.00	\$4,000.00	EXPENSES TO DATE	\$0.00
BOOKS ADULT	BR05	\$18,000.00		\$4,500.00		\$0.00	\$4,500.00	FUND BALANCE TO DATE	\$18,520.00
JUVENILE PROGRAMS	BR06	\$3,000.00		\$750.00		\$0.00	\$750.00		
REFERENCE SOURCES	BR07	\$4,000.00		\$1,000.00		\$0.00	\$1,000.00		
LOCAL HISTORY SOURCES	BR08	\$480.00		\$120.00		\$0.00	\$120.00	BUDGET FY 2017-2018	\$74,600.00
YOUNG ADULT SOURCES	BR09	\$2,000.00		\$500.00		\$0.00	\$500.00		
NON-PRINT	BR10	\$5,500.00		\$1,375.00		\$0.00	\$1,375.00		
PERIODICALS	BR11	\$4,000.00		\$1,000.00		\$0.00	\$1,000.00		
CONF. WKSHIP	BR12	\$900.00		\$225.00		\$0.00	\$225.00		
ADULT PROGRAMS	BR13	\$1,000.00		\$250.00		\$0.00	\$250.00		
FINE ARTS	BR14	\$700.00		\$175.00		\$0.00	\$175.00		
BD APPROV PROJ	BR15	\$10,000.00		\$2,500.00		\$0.00	\$2,500.00		
BOOKS CHILDREN	BR16	\$2,000.00		\$500.00		\$0.00	\$500.00		
OUTREACH	BR17	\$1,000.00		\$250.00		\$0.00	\$250.00		
CONSERVATION	BR18	\$500.00		\$125.00		\$0.00	\$125.00		
TOTAL		\$74,080.00	\$0.00	\$18,520.00		\$0.00	\$18,520.00		

OTHER TOWN FUND SUMMARIES

BOARD PROJECTS FUNDS	BR20		\$101,000.00	\$0.00		\$0.00	\$101,000.00		
LEGACY FUNDS	BR21		\$0.00	\$12,424.16		\$0.00	\$12,424.16		
GIFT FUNDS	BR22		\$0.00	\$0.00		\$0.00	\$0.00		
ENDOWMENT ACCOUNTS			\$0.00	\$18,520.00		\$0.00	\$18,520.00		
TOTAL OF ALL ACCOUNTS			\$101,000.00	\$12,424.16		\$0.00	\$113,424.16		