

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 8, 2017**

Present: Trustees Robert Stack, Jane Southworth, Pam Becker, Howard Burrows, Amity DeAngelis, Adam Franklin-Lyons, Jennifer Rowe, Susan Troy and Connie Bresnahan. Also Present were Library Director, Starr LaTronica: Youth Service Librarian: Lindsay Bellville.
Missing: Jane Fletcher, Recording Secretary

Call to Order: Robert called the meeting to order at 4:48pm.

Agenda Changes or Additions:

- Volunteer Party/recognition event
- Staffing and town budget
- Meeting room application form update
- Computer use for patrons with fines
- Gifting of discarded books to Guilford Library
- Food drive for fine forgiveness
- NEH Grant

Public Comments: None

Minutes of July 11, 2017

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

Committee Reports: (see written committee reports)

A. Friends of the Library:

Information was shared about current projects including the annual appeal scheduled for the fall and the first Wednesday programs. The friends will be selling a calendar and book bag at the 50th Anniversary celebration.

B. Buildings and Grounds:

The last meeting was postponed as there would not have been a quorum. The water leak in the back of the library and an additional leak in the glass meeting room continue to be a problem. The town is continuing to review potential remedies. The committee will meet on 8/10/17 with a town maintenance official to discuss next steps. The committee may decide to issue a RFP.

C. Finance/Asset Development Committee:

The reporting is being changed to the Quickbooks system. The transition should be complete in September.

Motion: Adam moved to transfer \$26,000. From the Read project fund to the permanent endowment and \$32,430.03 from the Howland fund to the same account. Seconded by Pam. Passed unanimously.

D. Fine Arts Committee:

Two meetings have been held without quorum so no business was transacted.

E. Planning Committee:

The committee will meet in September for quarterly review of the Strategic Plan. Starr will send the plan to the Select board.

F. Technology Committee:

In addition to the minutes, Amity reported that the committee is discussing possible solutions to the multiple problems with the computers in the Children's room and updates needed for the library website.

G. ALA/VLA:

Howard provided a legislative update. NELA conference is being held October 22-23, 2017. There is a preconference on advocacy on October 21.

H. 50th Anniversary Committee:

Review of plans for events to be held on September 23rd.

I. Department Reports:

In addition to reports, Starr has been discussing how to increase IT services with the town. There has been increased public demand for IT support/instruction. Starr will develop a proposal to provide substitutes for coverage so staff can attend continuing education.

Old Business:

A. Policy for new Meeting Spaces:

First reading:

The word "shared" will be taken out and "quiet" added.

B. Trustee Training:

Full day training scheduled for October 28th. Morning will be trustees only and the afternoon session will be open to trustees and staff of area libraries.

New Business:

A. Diversity Summit:

Starr, Robert and Jeanne attended.

B. Open Meeting Law Seminar:

Highlights reviewed.

C. Volunteer Party:

Options discussed. Cost of holding the event at a venue will be investigated. It is likely to be scheduled as a daytime event this year. Date not set at this time.

D. Staffing and town budget:

Discussed during staff reports

E. Meeting Room form application:

Motion: Adam moved to add the works “social Media” to line 5 of the application for use of the large Meeting Room. Seconded by Robert. Approved.

F. Computer use for patrons with fines:

Currently patrons may not use computers if they have a fine of over \$10. For items not returned. Determine if any changes to the policy next meeting after public warning.

G. Gifting of Discarded books:

Determine policy next meeting.

H. Food drive for fine forgiveness.

Determine policy next meeting.

I. NEH Grant proposal

Proposal shared. Will discuss next meeting.

Adjourn:

Adjourned at 6:59pm. Moved by Jane; seconded by Connie.
Susan Troy, Board Secretary