

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

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

Call to Order: Robert called the meeting to order at 4:51pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of August 8, 2017:

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

Committee Reports:

A. Friends of the Library:

In the absence of a Friends representative Starr reported the following

- Book bags have been ordered for arrival on Friday. They will go on sale immediately for \$10.00 each.
- The friends have ordered 52 copies of Amy Dickinson's book to be given out at the 50th anniversary celebration.
- The press release for the party will be in the Commons this week.
- The draft of the annual appeal letter is available for trustee's review.

B. Building and Grounds Committee:

The drainage problem has been resolved. A request for bids on the bathroom renovation project is awaiting replies. Staff is going to assess the library signage to reduce the number of signs and make the font uniform. The committee is making a safety inspection a priority to review what the current inspection schedule is and what should be reviewed in addition. A consultant from Burlington is coming to consider the issue of furniture for the main floor, children's room and teen room.

C. Finance/Asset Development Committee:

Motion: Adam moved and Susan seconded that \$27,269.52 from unaccounted previous accounts be transferred as follows: \$10,000.00 to Read Building Fund, \$7,269.52 to the permanent endowment and the remaining \$10,000.00 be kept as a buffer in the money market account. Passed unanimously.

Motion: Connie moved and Adam seconded that \$100.00 be used from account BR15 to purchase a gift certificate to the Bistro as a thank you to Marilyn for her work on the Quickbooks set up. Passed unanimously.

Motion: Adam moved and Jenny seconded that the balance in the donations to town line be transferred to BR20. Passed unanimously. The donations to town line item will be removed from the report.

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Motion: Adam moved and Susan seconded that dividend income be channeled into the SG01 small gifts fund. Passed unanimously.

Annual appeal letter was reviewed by board. Starr will discuss edits with Joyce. The mailing list will be reviewed for duplicates and deletions prior to the next meeting.

D. Fine Arts Committee:

DAX (Direct Art Express) will take two days to move and preserve the Snow Angel and School Girls sculptures to their new positions in the library. The fee for this should be less than \$1000.00. Further consultations with DAX about preservation needs for other items in the collection may be pursued at a later date.

E. Planning Committee:

The strategic plan has been presented to the Selectboard. No comment from the board. The quarterly meeting will be held on September 14th at 4:30pm.

F. Technology Committee: No meeting since early August.

G. Advocacy and liaison to nation and regional library organizations:

There are three upcoming meeting of interest to the board: New England Library Association meeting at the end of October; October 28th Trustees training session at Brooks; and November 4th Vermont Library Trustees meeting in Burlington.

H. 50th Anniversary committee:

Arrangements are all in place. The advertizing budget is more than anticipated.

Motion: Adam moved and Jenny seconded to allocate \$4000.00 from BR15, board approved projects fund to cover expenses related to the 50th anniversary celebrations. Passed unanimously.

I. Department Reports: no concerns or comments expressed.

Old Business:

Fine Forgiveness: Starr and Robert will draft policy change wording to forgive fines for all patrons.

Computer use with fines: The new policy will allow use of computers to those with outstanding fines.

NEH grant partnership:

Motion: Howard moved and Amity seconded that the library shall be an official partner in the NEH grant.

Volunteer party: The Retreat will provide food for the volunteer party to be held October 26 at 118 Elliot St. Starr will verify times.

Meeting Room Policies: no changes from 1st reading.

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New Business:

Literary Festival: The library will be open Thursday and Friday evenings so that events may be held on the library's main floor.

Trustee recruitment: The board members should start thinking of possible recruits as a new board member will be needed for 2018.

Adjourn: Adjourned at 7pm. Moved by Howard; seconded by Jenny.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary

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