

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 15, 2017**

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

Call to Order: Robert called the meeting to order at 4:30pm.

Agenda Changes or Additions: Reschedule January meeting and move meeting location.

Public Comments: None

Minutes of November 14, 2017:

Jenny moved and Pam seconded that the minutes be accepted. Approved

Committee Reports:

A. Friends of the Library: In the absence of a friends representative Starr reported

- The annual December book sale as raised approximately \$4000.00
- The journalism film series is moving forward

B. Building and Grounds Committee:

See the November meeting minutes. The committee is working on the emergency plan checklist. The town maintenance staff is working on improving the exterior lighting in front of the library. The crack in the upper front window will be addressed as part of the energy efficiency audit.

C. Finance/Asset Development Committee:

Motion: Connie moved and Pam seconded that the check for \$6707.00 received from the Howland bequest be deposited in the Howland Reserve of account BR20. Passed unanimously.

The current report is that in 2019 the library will receive \$279,000.00 from the Pike bequest.

The annual appeal has raised approximately \$4000.00 so far.

D. Fine Arts Committee:

Organization of the storage room is progressing with work being done to display more of the pieces throughout the library. The process is underway to transfer the loan of the Fisk bas-relief to the Historical Society. Once the lock is set in the new local history room bookcase the Stephen Daye Press books will be transferred from the Historical Society. Organization of the Anna Dewdney event is progressing.

E. Planning Committee:

Met on December 14th. A preliminary emergency plan was considered. The

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strategic plan summary bookmark proof was received and is being reviewed. The committee will be measuring the success of the strategic plan.

F. Technology Committee:

An iMac has been purchased for the Teen room. Matt is working on updating the computers in the children's room to improve response time. The committee is still working on a technology plan.

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

The recent federal vote on net neutrality could adversely affect libraries.

H. Department Reports:

Additional to the Director's Report: boiler options and air handler are being considered. Second floor bathroom renovations are still being discussed and replacement tile options for the first floor stacks checked into.

Old Business:

Fine Forgiveness progress updates: There has been positive feedback and the loss of revenue from this change has not been a concern in the budget process. There was discussion of implementing fine forgiveness in the children's room immediately.

Computer use with fines:

Motion: Howard moved that computer use for patrons with fines be allowed. Seconded by Jenny. Passed unanimously.

Personnel update: Sue Meacham, the book mender, is leaving. It is often more cost effective to replace a damaged book rather than do an extensive restoration so alternative staffing options are being considered.

New Business:

Review of policies and bylaws – schedule and process

As the bylaws should be reviewed every two years the process will commence with the board members reviewing Articles 1 and 2 for discussion at the next trustees meeting. Starting in February one article per month will be considered.

Director evaluation – schedule and process

Jenny, Pam and Connie will review procedure from 2016 and start the process. The intention is to provide feedback prior to Starr's review with Town Manager, Peter Elwell.

Appointment of Nominating Committee

Connie will chair and two other board members are asked to volunteer. There will be two seats vacant as Susan and Robert are leaving the board.

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Discussion of priorities for 2018:

The question was raised of whether the board should consider any special projects for 2018. The consensus of members present felt that current projects underway should be completed before considering anything new.

Rescheduling January meeting: Starr and several board members will be away on the second Tuesday of January. Starr will email possible alternative dates to the board to determine the best date for the January meeting.

Move meeting location: The Children's room has requested that the trustees meeting location be moved permanently to the Local History room to allow larger groups to use the second floor meeting room at that time. The fire department has re-evaluated the capacity of the Local History room: as it now accommodates up to 23 people, moving the meeting should be fine.

Adjourn: Pam moved to adjourned at 6:15pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary