

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

January 16, 2018

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

Call to Order: Jenny called the meeting to order at 4:45pm.

Agenda Changes or Additions: Add staff appreciation breakfast to new business.

Public Comments: None

Minutes of December 15, 2017:

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

Committee Reports:

A. Friends of the Library:

- Friends founding member, Frankie Gibson, passed away on New Year's day. The Friends are looking for a new board member.
- The annual appeal has raised \$9850.00 so far
- Rotary is building little libraries that will be auctioned off as a fund-raiser
- A Fall fund-raiser fashion show is being planned
- Journalism film festival is ongoing with 40 to 70 attendees per showing
- December book sale was successful raising around \$4000.00

B. Building and Grounds Committee: see minutes of January 16th meeting.

C. Finance/Asset Development Committee:

Motion: Adam moved and Howard seconded that \$4930.40 be transferred out of the endowment into the money market account to balance. Passed

The committee will review policies this year including how review of bequest funds are handled.

D. Fine Arts Committee: no meeting so far in January.

A lot of activities have been planned for the Anna Dewdney, Llama, Llama event.

More items from the collection will soon be going up on the walls.

E. Planning Committee: has not yet met in January.

The emergency response plan draft has been presented to Fire Chief, Bucossi for review.

Bookmarks of the strategic plan summary should arrive soon.

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F. Technology Committee: did not meet in December or so far in January. The committee is working on the computers in the children's room and the Useful tracking software for the main floor.

G. Advocacy and liaison to national and regional library organizations: There was an open teleconference this morning to meet the new Department of Libraries staff. Staff are working to integrate public, school and private libraries into their services.

H. Department Reports: Additional to the Director's Report: meetings are being held to increase the collaboration between the library and the Latchis Theater.

Old Business:

Fine Forgiveness progress updates: nothing to report.

Computer use with fines: Starr will revise the written policy and present it for a second reading at the next meeting.

Personnel update: 10 interviews were conducted for the 4 open part-time positions. Offers will be made soon.

Director Evaluation – schedule and process: The committee sent out 30 questionnaires to which 9 responses were received. A summary will be presented to Starr and then to the Town Manager.

Appointment of Nominating Committee: Two people have expressed interest so far. The deadline for letters of interest is January 31.

Discussion of priorities for 2018: No new large projects will be added.

Review of policies and bylaws – schedule and process: Articles 1 and 2 were discussed. The revised wording will be presented at the next meeting. The board will review articles 2.2 and 2.3 for the next meeting.

New Business: There was discussion of how best to express the board's appreciation of the staff with food. Board prefers doing a breakfast in February or March. Starr will ask the staff's preference.

Adjourn: Jane moved to adjourned at 6:17pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary