



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for August 8th, 2017

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BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA
Tuesday—August 8th, 2017—4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of July 11th, 2017

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Activities update
- B. Buildings and Grounds Committee—Pamela Becker, Chair
 - Update
- C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
 - Treasurer's Report and Update
- D. Fine Arts Committee-- Howard Burrows, Chair
 - Update
- E. Planning Committee—Jane Southworth, Chair
 - Update
- F. Technology Committee—Amity De Angelis, Chair
 - Update
- G. Advocacy and liaison to national and regional library organizations—Howard Burrows
 - Update
- H. 50th Anniversary committee—Robert Stack
- I. Department Reports: Library Director; Reference Report

OLD BUSINESS

- A. Policies for new meeting spaces
- B. Trustee training

NEW BUSINESS

Reports: Diversity Summit, Open Meeting Law Seminar

OTHER

**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

Policy for use of library conference rooms—Draft

Rooms available for use

Local History Room—capacity 10. Food and drink are not allowed. Open for shared reading/work space from 10-5 daily. May be reserved by individuals or groups for evening use after 5 pm. Staff may access the room at any time to retrieve LH materials.

Mezzanine conference room—capacity 8. Food and drink are not allowed.

Main floor conference room—capacity 2. Food and drink are allowed.

Rooms may be reserved in advance by individuals or groups.

Unoccupied rooms may be used on a first come, first served basis by individuals or groups. Please sign in at the circulation desk. The room must vacated to accommodate a previous reservation.

Multiple individuals may share quiet workspace by mutual consent.

Reservations will be cancelled if the individual or group does not arrive within 15 minutes of the appointed time.

In order to ensure that the room is available to a variety of individuals and groups, users will be limited to 2 hours per day and 6 hours per week. Exceptions will be allowed with prior approval from library staff.

Furniture must be returned to its original position upon leaving the room.

Director's Monthly Activities Report for July 2017

Building: Russ Brown, Town maintenance supervisor, examined the back wall of the building to see if there is a way to stop the leakage from that angle. We need to remove more of the mystery shelves to investigate further, but ultimately, I believe there is no easy, cheap solution to this problem. The roof leak in the new mezzanine room continues to plague us. Though it has been patched, it is leaking worse than ever. Russ has contacted someone to pull the drain which he now believes is the culprit. The toilet valve in the ladies room failed and leaked into the mezzanine, so I have sent an urgent request to Steve Horton to move forward with the bathroom remodel specifications. Also, a sconce in the stairwell has burned out and the socket has become too brittle to replace the bulb. Jiyi, our custodian, informs me that they are all in a similar condition so we may have to look at replacing the fixtures themselves. On the bright side, there is an expectation that the boiler and air handler work is set to move forward.

Programs: The Children's room continued their dynamic programming schedule and shared a presentation on birds from VINS with all ages in the Main Reading Room. Readings by authors from the Marlboro College summer writing series got off to a great start in the Main Reading Room as well.

Community Collaboration: Thanks to the leadership and exceptional efforts of the CR staff and the participation of many staff members and volunteers (including Jerry Carbone), we had a lively presence in the Brattleboro Goes Fourth parade. Jeanne and Matt conducted a very successful program at the Senior Center which brought participants in to the library for follow-up appointments. Meetings with the Truth and Racial Healing committee continue as does collaboration with the efforts of the People Places and Words project and the Promise Community project. Plans for the Literary Festival continue to gain steam and BML was asked to present at a Children's Literacy Foundation event at the Boys and Girls Club. We also hosted a display for Breastfeeding Awareness Month in the MRM.

Town operations: Staff participated in fire extinguisher training. The Town parking study consulted me on parking for the library and held their community presentation at the library. I agreed to lead the United Way effort for Town employee contributions.

Professional development: Robert, Jeanne and I attended the NELA summit on diversity. Pam, Jenny, Howard and I attended a seminar on Open meeting Law, and thanks to the phenomenal generosity of Marilyn Distelberg, Adam, Kathy and I received valuable training on QuickBooks.

Publicity: I was able to chat on Green Mountain Mornings with Chris Lenois twice in July, Podcasts are available at: <http://wkvtradio.com/gmm/at-your-local-library-33/> and <http://wkvtradio.com/gmm/at-your-local-library-34/>.

Cardholders checked out 13,063 items from the library in June. We logged 11,712 visitors in June.

Youth Services Board Report- July 2017

If you happened to stop by the top floor of the library during July you would have been welcomed by the sound of up to 40 children and adults reading books, making crafts, eating snacks, playing super-sized jenga and searching for the hidden castle picture. Between the free lunch program and multiple library programs per week the Children's Room and Spicy Lime (YA Room) have been busy places indeed. We served 169 lunches during the month of July with Mondays and Wednesdays being our busiest days, often serving 15 meals each day. The lunch program will continue until Friday August 11. Our Monday Movie Matinee series continues to do well with audiences averaging 11 children and 6 adults per showing. The movie series continues until Monday August 14. The continuation of our Tuesday morning singing and dancing programs from last summer were once again very popular with an average of 19 children and 16 adults attending. Our Tinker Tuesday series was as popular with parents as it was with the kids! Paige did an amazing job presenting workshops on circuitry and mechanics. Both Circuits 101 and Squishy Circuits focused on how circuits work and how electricity flows. The stand out workshop so far has been the Take It Apart workshop where kids and parents took apart common household objects to see how they work. Even after an hour and a half everyone was still busily disassembling clocks, VCRs and coffee pots among others. The hardest was the boom box which would not come apart until we brought out the hammer! Rhyme Time welcomed many new faces this summer especially grandparents. We also had children from a local daycare join us most weeks. With the summer comes sporadic Rhyme Time attendance with some weeks seeing a handful of attendees while other weeks saw a full house. Regardless of the attendance we always had fun. Our drop in THRIVE Thursday events were also well attended. Our collaboration with the local Love Brigade was very successful with 32 people making cards to help spread the love. We learned a number of interesting facts during our Nesting program with Jim from VINS. Jim brought three raptors with him for the evening- a rough-legged hawk, a barred owl and a broad winged hawk. He answered questions about what the birds ate, where they nested and how each bird came to VINS. Interesting facts- if you make a fist and hold it in front of your face that is the proportion of a barred owl's eye. Also Great Horned owls have a horrible sense of smell and will eat skunks!

We still have a few weeks to go until the summer challenge wraps up on Saturday August 12. Participants need to bring in their charts and pick up their prizes no later than Saturday August 26!

Summer will be over soon and it will once again be time for back to school- and a much needed breather for Children's Room staff!

Lindsay Bellville
Youth Services Librarian

