

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 2018**

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

Call to Order: Jenny called the meeting to order at 4:43pm.

Agenda Changes or Additions: Add 3 additional items under new business; Brattleboro Savings and Loan sponsorship, a continuing education opportunity, and a request to keep the library open later on March 15.

Public Comments: None

Minutes of January 16, 2018:

With the correction of the number of responses to the director's review survey revised from 9 to 13, Pam moved that the minutes be accepted. Connie seconded. Passed.

Committee Reports:

A. Friends of the Library:

- The Friends are looking for a new Vice President and other board members.
- \$10,996.00 was raised during the month of December.
- Among the programs the Friends will continue to support are the Foundation Center and First Wednesdays programs.
- The next book sale will be May 31 – June 2 to coincide with Strolling of the Heifers.
- The little libraries project with Rotary is progressing. Neighborhoods could be encouraged to pool resources to purchase one for their street.
- Frankie Gibson's Friends materials and books will be reviewed at the end of March or April.

B. Building and Grounds Committee: see minutes of February 13th meeting. The plans for a drive-up book drop were well received.

C. Finance/Asset Development Committee:

Revisions to the BR4 Investment Fund Policy were presented for review by the board. The revision is intended to reflect current practice and to bring the written policy into line with the Uniform Prudent Management of Institutional Funds Act (UPMIFA). Adam will make the suggested edits to be reviewed again at the March board meeting.

There was lengthy discussion of creating an additional document that would be a less detailed overview of the policy which can be easily accessed from the website for members of the public who wish to understand library funding policy, but do not need to know all the processes followed by the board.

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D. Fine Arts Committee: See minutes.

The Anna Dewdney, Llama, Llama event was attended by 300 people. Staff and organizers were pleased with how smoothly the event ran. Credit was given to the staff for their excellent organization and planning that allowed all participants to enjoy the entire program by having repeating events at all stations.

Starr sent thank you emails to the volunteers and Howard, as Chair of the Fine Arts Committee, will also send notes of appreciation.

The committee is working with Zephyr Designs to get more pieces safely mounted on the library walls.

E. Planning Committee:

Bookmarks of the strategic plan summary are now available.

Fire Chief Bucossi is reviewing the emergency plan.

F. Technology Committee: Final technology policy draft for public access and computer use will be available for the next trustees meeting.

An RFQ for a web designer, which will be paid from contractual funds, is being created.

The children's room computer issues are still being resolved.

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

There are major changes underway at the State level including moving the offices. The new staff members at the State are working hard to make all libraries' materials more accessible.

NELA, VLA and ALA have meetings coming up in the Spring or Summer.

H. Nominating Committee:

The committee has interviewed 7 applicants. There are 3 seats to fill as Connie, Robert and Susan will not be extending their terms.

I. Department Reports: see reports.

Old Business:

Fine Forgiveness progress updates:

Progress on this is on hold until after Town Meeting. Decisions will also have to be made concerning books received from other libraries. From 2012 to present there are 810 overdue items still unpaid. Books do not become considered lost until at least 30 days after the due date.

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Computer use with fines – first reading of proposed policy changes:
Tabled until next meeting.

Personnel update: 4 new hires. All are being cross-trained to cover both Children's room and main floor.

Review of policies and bylaws – discussion and proposed amendments:
First reading of Articles 1 and 2-2.1 Discussion of changing the meeting time will wait until April when the new board members are in attendance. Two more articles will be reviewed next month.

Staff appreciation event: Thursday, March 15 at 8AM. Adam will organize with help from Sue.

New Business:

Revise Conference Room Policy with new capacity load.

The Local History room capacity has been increased to 24. No other revisions were made.

Proposed time change for regular Board of Trustees meetings.

The March meeting will be held at 4:30pm on March 13.

Brattleboro Savings & Loan Sponsorship:

Starr, Pam, and Joyce Marcel, Friends President, will meet with a representative of BS&L on Friday to discuss ways in which in BS&Ls community sponsorship program can collaborate with the library.

Sustainability panel:

Motion: Howard moved and Connie seconded that if the Sustainability panel, proposed by School for International Training, is held at the library on March 15, the library will stay open late. Passed.

Library Leadership educational program at Harvard:

Jeanne is going to apply to attend. Costs for this 3 day seminar and food and lodging will be paid from the professional development budget.

Executive Session:

Motion: At 6:40pm Pam moved and Jane seconded that the Board go into executive session to discuss the director's review. Passed.

At 6:59pm the regular meeting of the board resumed.

Motion: Howard moved and Jane seconded that the Trustees approve the performance review of the library director as submitted. Passed.

Adjourn: Howard moved and Jane seconded to adjourned at 7:00pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary