

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

April 10, 2018

Present: Trustees Jennifer Rowe, Howard Burrows, Pam Becker, Jane Southworth, Amity DeAngelis, Adam Franklin-Lyons, Leo Schiff, and Sirkka Kauffman. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher. Absent: Connie Bresnahan

Call to Order: Jenny called the meeting to order at 4:50pm.

Agenda Changes or Additions: Add executive session at the end of the meeting and under New Business set the meeting time for future Trustee's meetings.

Public Comments: None

Minutes of March 15, 2018:

Jane moved that the minutes be accepted. Pam seconded. Passed.

New Trustees Sirkka Kauffman and Leo Schiff were welcomed and everyone present introduced themselves.

Committee Reports:

A. Friends of the Library:

- Dessert Gala will be Friday from 7-9 pm. The ticket price includes 3 raffle tickets.
- Three of the little libraries have already been sold
- The Friends annual meeting will be May 19 at 1pm
- The budget for the next fiscal year will be very similar to last year.
- The Friends now have a full board.
- The Friends are funding a trial run of Bookpage – the issue for the current month is already fully distributed.
- The Llama, Llama event and the Journalism Film Festival funded by the Friends were both very successful.

B. Building and Grounds Committee: see minutes. Tile replacement will happen before the end of the current fiscal year.

C. Finance/Asset Development Committee: See reports. Adam reviewed the reports and explained the various funds for the new members. The bylaw and policy revisions will clarify the trustee's financial responsibilities.

D. Fine Arts Committee: see minutes. Zephyr Designs will hang more of the selected artworks on Monday. A locksmith will be needed to open the barometer. Prudence Baird is organizing the displays in the second floor hallway. There was discussion of the use of Loud Collection display cases. Adam suggested that the library buy the case back from the Loud Collection.

E. Planning Committee: Jane explained the purpose of the committee for the new members and updated the status of the emergency plan. A meeting with Fire Chief Bucossi and Police Captain Carignan will be scheduled.

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F. Technology Committee: see minutes. The first steps toward a new website are being taken. The library will receive 5 new computers from the town this year. The new acceptable use policy for public computers, which updates the terminology, should be ready for board review at either the May or June meeting.

G. Advocacy and liaison to national and regional library organizations: Vermont Library Association will hold a meeting on May 7 at Lake Morey. There was some discussion of Jeanne's report on the Leadership Conference and a request that she lead a discussion on what she learned there. New England Library Association held a technical services meeting recently and the Digital Public Library Association are looking at what current technology and various web data means for libraries.

All trustees should consider joining the VTlib list serve.

Lara Keenan from the Vermont Department of Libraries comes to Brooks on April 28.

H. Department Reports: see reports. Circulation and library visit numbers are up.

Old Business:

Fine Forgiveness progress updates:

This program can now move forward. Starr will prepare informational documents for the next meeting showing what fines will be forgiven and which will remain.

Review of policies and bylaws – discussion and proposed amendments:

Conflict of Interest wording was discussed, as were three other items. The final revised policy will be included in the minutes when the process is complete.

Legislative resolution in honor of 50th anniversary: The resolution will be read on April 19. Starr and Howard will go to Montpelier.

New Business:

Election of officers and committee assignments: The following officers

were elected: President – Jennifer Rowe

Vice President – Jane Southworth

Secretary – Connie Bresnahan

Treasurer – Adam Franklin-Lyons

Committee assignments were also chosen and Connie will remain Liaison to the Friends and Howard, to organizations beyond Brooks.

Request for Starr to attend ALA conference:

Motion: Howard moved and Leo seconded that Starr be authorized to register for the ALA conference in New Orleans. Passed unanimously.

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Family card: After some discussion Jane moved as follows:

Motion: To approve the addition of authorized minors living in the same household to an adult's card creating a family card. In 6 months a report of the progress of this program will be given to the board.

Pam seconded. Passed.

At 6:58 the meeting adjourned for the purpose of relocating to the Staff Lounge as the Local History room was booked for another meeting starting at 7pm.

At 7pm the meeting reconvened.

Motion: to adopt a resolution to establish the board's regular meeting time as the third Tuesday of each month beginning at 4:45 was made by Pam, seconded by Jane, and approved by unanimous voice vote. **The next meeting will be May 15 at 4:45pm.**

Motion: to hold an executive session for the purpose of discussing personnel matters was made by Jane, seconded by Leo, and approved by unanimous voice vote. The board entered executive session at 7:05 and emerged at 7:20 pm. No further action taken.

Adjourn: 7:20pm

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary