

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

June 12, 2018

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

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

Agenda Changes or Additions: committee membership; Downtown Business Alliance; Candidate forum.

Public Comments: None

Minutes of May 15, 2018:

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

Committee Reports:

A. Friends of the Library:

- Betsy Wagenknecht elect Vice-President. The rest of the officers remain the same.
- Cartoonist, Jeff Danziger, spoke to the meeting.
- Summer book sale has raised \$3573.00
- The last little free library was raffled. Overall they raised \$2137.00
- The fund raising committee is working on First Wednesday donors, a concert in October and a fashion show, the date to be announced.

B. Building and Grounds Committee: No meeting.

Starr is waiting to hear from an electrician about the ungrounded wire. There have been 2 bids from the 3 gardeners about restoring the garden. The third bid is expected. GPI Construction was the only bidder on the HVAC replacement and will be responsible for the front window repairs as well. The concrete pad for the book drop may also fall to them. Tile replacement will begin on the 25th after the books are removed from the bottom shelves and temporarily placed on the book sale shelving.

C. Finance/Asset Development Committee: Met with Prentiss Smith & Co.

A review of their process for making investment decisions was discussed. A regular review of the investment options is required every few years. The board may take that up in the near future.

D. Fine Arts Committee: Statues are being cleaned and repaired. In future a policy of ongoing maintenance should be followed. Discussions of cataloging options to increase the versatility of the collection are ongoing. A coordinator for the children's exhibit displays is being sought and the committee is also looking for ways to put exhibits on the main floor.

E. Planning Committee: Next meeting will be June 28th. Template for emergency procedures is still being modified. Protocols for active threat

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response are being discussed with police and fire chiefs.

- F. Technology Committee:** The RFQ for the new website is nearly complete with the intention of having the site up in September.

The new acceptable use policy reads as follows:

**Brooks Memorial Library
Public Access Computer and Internet Use Policy**

Purpose

In its mission to connect people and resources to inspire, inform and empower our diverse community, the Library extends access to information and media by offering public Internet access, public access computers, online research databases, applications, and printing.

Terms of Use

- The Library cannot guarantee the accuracy of information on the Internet.
- The Library does not filter content on public access computers, including in the Children's Room and Teen Room.
- The Library cannot guarantee the privacy of data or computer usage.
- Patrons assume responsibility for their personal devices.
- The Library's Behavior Code applies to computer and Internet use.
- Use of library computers for illegal activity will result in loss of library computer access privileges.
- Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited.
- Patrons accept financial responsibility for any damage they cause to library property.

Requirements for Use

- Users must have a current library or computer user card to use the computers.
- Sessions have time limits, which may be extended if no one else is waiting.
- Public Access Computers in the Children's Room are to be used only by children or adults who are accompanying a child.
- Public access computers in the Teen Room are for ages 13-19 use only.

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

Vermont Library Association conference was well received. The retreat for VLA members will discuss Catamount and Interlibrary loan systems and the staff changes at the State Library.

- H. Department Reports:** see reports. In addition to the Director's Report, the library is eligible for membership in the Downtown Business Alliance at a fee of \$25 and will be receiving the district flower pots soon. To be a sponsor of the Brattleboro Plan-a-go-go calendar is \$300.00. Library website will link to the calendar.

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Old Business:

Fine Forgiveness progress updates:

Fines are being waived. Staff is being trained to forgive allowable fines. The public roll out will be at the 4th of July parade with read freely promotion.

Acceptable Computer Use Policy: see F above

Bylaws update: Still to be reviewed are Fine Arts, BR3 and social software policies.

New Business:

Family Search Database:

The library has an opportunity to become an affiliate library. This would be a free resource.

Review and ratification of fines schedule:

Starr will review the schedule and submit for ratification at the next meeting.

Committee membership:

Following lengthy discussion it was decided that Jenny will draft a section for inclusion in the bylaws delineating how members are appointed to committees.

Candidate forum: The library will host the Windham county candidates for the State Senate and Legislature at a candidates night on July 25th to discuss their favorite books.

Adjourn: At 6:33 Connie moved and Sirkka seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary