

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

July 10, 2018

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

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

Agenda Changes or Additions: add executive session, requests for altered hours.

Public Comments: None

Minutes of June 12, 2018:

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

Committee Reports:

A. Friends of the Library:

In the absence of a Friends representative, Starr reported that the Friends want to thank donors with an event on September 21. Planning for this event is ongoing but will probably include; preview screening of some new subscriptions supported by the Friends, tours of the behind the scenes areas of the library, raffle prizes and food. Leo volunteered to serve on the committee.

B. Building and Grounds Committee: No meeting.

C. Finance/Asset Development Committee: see reports.

Motion: Adam moved that the board authorize the fund transfers and withdrawals as detailed in the committee minutes of June 18, 2018. Jane seconded. Passed.

D. Fine Arts Committee: Still looking for a children's display coordinator. The statue from the main floor checkout desk has been removed for cleaning and preservation. Options for mezzanine displays are being considered. An electrician will install lighting for the Snow Angel. The committee will work on integrating the Fine Arts policies with the trustee bylaws for greater consistency.

E. Planning Committee: Emergency plan progressing but needs an editor.

Motion: Jane moved and Leo seconded that the Board pay for the installation of speakers in the meeting room, teen room and stairwell, and of the phone in the boiler room at a cost of \$1100.00 from Board approved projects fund.

F. Technology Committee: nothing to report

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
July 10, 2018**

G. Advocacy and liaison to national and regional library organizations: VLA is sending frequent email updates so members should be well informed of current events.

H. Department Reports: see reports. In addition to the Director's Report, ALA conference was very busy with over 17,000 attendees. With the assistance of several other town departments an issue with an angry patron was successfully dealt with. General guidelines for such situations will be devised and made known to staff.

Old Business:

Fine Forgiveness progress updates: Going well. Patrons pleased.

Acceptable Computer Use Policy, second reading:

**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.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
July 10, 2018**

Bylaws update: Modified language for BR2-2.5 was discussed. Edits were proposed. Revised wording will be presented at the next meeting.

Circulation policy update: on hold at this time.

New Business:

Request to loan artifacts:

Motion: Howard moved that the library loan to the Brattleboro Historical Society chairs and a bench from the original library building for use during their display at the Vermont Historical Society in Montpelier. Jane seconded. Passed

Request to accept artifacts: on hold at this time.

Motion: Jane moved and Sirkka seconded that the three requests by Starr to adjust the library hours for specific events on July 27, September 27 and September 29 be granted. Passed.

On September 27th the library staff will attend Aggressively Dangerous Behavior/Active Shooter Response training from 9-11 am.

Jeanne Walsh will make a presentation on Wednesday, August 15 at 7pm on what she learned at the Library Leadership Conference that she attended at Harvard earlier this year.

Executive Session: The board entered executive session at 6:43 pm.

The board came out of executive session at 7:02pm and adjourned the meeting without further action.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary