

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 14, 2018**

Present: Trustees Jennifer Rowe, Jane Southworth, Pam Becker, Adam Franklin-Lyons, Leo Schiff, Sirkka Kauffman, Howard Burrows, Connie Bresnahan, Amity DeAngelis. Also present were Library Director, Starr LaTronica; Resource Librarian, Jean Walsh.

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

Agenda Changes or Additions: add requests to stay open and close early, and information for the Annual Volunteer Appreciation party.

Public Comments: None

Minutes of July 10, 2018:

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

Committee Reports:

Friends of the Library:

Starr reported that the Friends will be hosting a Donor Appreciation event on Friday, September 21, 6:00-8:00pm. It will be an enjoyable evening with raffle, door prizes, light refreshments, and a chance to visit together and have a good time. During the event, Friends will share how they are using their resources to offer all they do for us. Because additional time is needed to prepare for the 6:00 event, Friends have requested that the library close early. (see New Business)

Building and Grounds Committee:

A special meeting was held with Patrick from the town, Anthony from GPI and Steve Horton, project manager; and Jenny, Pam, Christine, and Jeanne from Brooks. Granite State Glass is working on the glass repair. They are recommending a coated tempered glass which will help to protect books and save AC costs. They will be bringing by a sample. It is unclear if the glass with gilded letters can be saved. The oil boiler is being converted to propane. A date (hopefully in October) will be set to test the soil around the tank to make sure it is still intact.

Finance/Asset Development Committee: see reports.

The Pike Trust is being transferred to BML. Adam is reviewing the report and everything seems in order. So far, he recommends it be approved. The total amount is \$320,000. Board of trustees needs to decide how to allocate the funds.

Discussion ensued with the following suggestions:

- good idea to keep a list of what we want to do

- form a joint committee of Staff and Trustees
- two levels of consideration
 - one time purchases
 - when annual 4 % increases, how we will spend it
- some to the endowment
- some to project account
- initiatives for Staff
- designing a scholarship fund (Adam could contact the school guidance counselor)
- security in checking out books, book targeting
- technology
- human resources
- We are talking about strategic planning with our money; deserves serious consideration.
- Consider our visions, what we would love to see.
- Proposal to dedicate Oct board meeting for a mini retreat for the conversation.
 - Goal of planning big ideas how to make BML better with the money we have
 - In Sept. board meeting cover the business keeping in mind Oct. is reserved.
- Good idea to have Staff included; they will have insight into their own specialties.
- two separate meeting groups and then join together
 - Staff meet separately to make a list of their ideas and then present to the board
 - Staff are welcome to come to board meetings for the conversation
 - Good idea to have Staff with Trustees in these meeting sessions
- Preparation needs to happen: what are the big questions and how are they organized?
- Have a common ground for merging information when Staff and Trustees come together.
- Form an ad hoc committee for planning: Jane, Jennie, perhaps Leo.
- Keep a collated list of ideas coming from different sources.
- Hold public forum, announce at the Donor Appreciation gathering; collect suggestions.
- Review Brooks mission and survey results from the Planning Committee.

In the September board meeting we will acknowledge we have this money in our account and have a conversation about what we will do with it.

Fine Arts Committee:

Conservator, Billy Myers, will lend his expertise with a walk through of the library, August 15. He will give his ideas on items in the collection to preserve and promote as well as educational opportunities for community involvement. The copper statue at the check-out counter is being treated and will be put on a pedestal. The horses sculpture by William Morris Hunt in the hallway needs to be put in a more secure setting and shown with better lighting. It is expected proposals will come through after the walk through. A list will be made.

Starr researched and was able to locate Licia Kuhn who loaned the Fisk sculpture to the library. She has left a phone message with her expressing our gratitude for the sculpture which we enjoyed for many years and how we would now like to share the sculpture with the Brattleboro Historical Society who would appreciate being able to house the sculpture.

Regretfully, Prudence is no longer able to continue with her planning of the displays across from the Children's Room. Suggestions were made as to how to continue. If we create a description of the project, we could look into places (library school? art school?) which might be interested in the project.

Planning Committee: There will be a joint staff/planning committee meeting to discuss the draft of the Emergency Response Action Plan, October 15, 8:30-10:00am. All are invited. We do not yet have an editor. The next planning meeting will be August 30 instead of August 16.

Technology Committee:

Making a lot of progress working on the RFP for the website and getting close to finishing. The question arises how to ask for what is wanted. Starr will research what we are asking for and a good range for quotes. Adam and Howard will work on researching resource people who could help give us an idea of the amount of money it will entail.

Advocacy and liaison to national and regional library organizations:

Laura Keenan from VLA would like help with working on strategic plans. Concern was expressed that the Department of Library is a government department and that we need to be aware and understand the political implications of this. Starr called our attention to current issues and challenges revolving around ALA Intellectual Freedom and the Library Bill of Rights.

Department Reports: (see reports)

Director's Report:

Recent issues with drug use in the library are disturbing. Starr is contacting several town resource people to help us in how we can be in closer contact to them in dealing with the problem. Staff has mentioned there is not as much police presence as when the police department was next door. More lighting will be provided outside in the back of the library.

Reference Report:

Jeanne is looking forward to "Lemonade with a Librarian", August 15 at 7:00pm when she will share what she learned at the Spring Harvard Conference, "Library Leadership in a Digital Age". She has honed her presentation into key ideas to spark discussion.

Old Business:

Bylaws update: Based on notes from the July meeting and further discussion, some language for "BR2-2.5, Committees" was revised. It will be put in final form for the first reading in September. All were in favor.

Circulation policy update:

"Fine, Fee, and Circulation Policies" document was reviewed. Discussion ensued with suggestions for revisions and adding specific language. Trustees are to review it for next meeting.

The Vermont Statutes Online—Title 22: “Libraries, History, And Information Technology” (Protection of library property; penalties). The official written language was noted.

New Business:

Starr presented the following requests for time changes:

- Saturday, Sept. 29, close at 3:00pm: prepare for Annual Volunteer Appreciation Party.
- Friday, September 21, close at 5:00pm: Honoring Donors Celebration.
- Sunday, August 26, 2:00pm: Memorial Service for Debby Tewksbury. (sign on door: Special Event—Memorial Service) People are welcome to come in, but library services are not provided.
- Thursday, September 13, 7:30: “People, Places, Words” event. Open to the Public
- Request to host Windham World Affairs Council presentations on some Friday evenings.

Motion: Leo moved and Sirkka seconded that the five requests for changes be granted. Passed.

Meeting was adjourned at 6:45pm

Connie Bresnahan, Board Secretary