

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

February 9, 2016

Present: Trustees Pam Becker, Jerry Goldberg, Debra Loevy-Reyes, Susan Troy, Jennifer Lann, Adam Franklin-Lyons, Robert Stack and Howard Burrows. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Friends Liaison, Mary Ide ; Recording Secretary, Jane Fletcher. Absent: Jane Southworth.

1. Call to Order:

Pam called the meeting to order at 4:50pm.

1A. Agenda Changes or Additions:

Add three items to New Business – see 5C, D and E.

Pam welcomed Starr to her first Board of Trustees meeting.

1B. Public Comments: none

2. Minutes of January 12, 2015:

Upon motion made by Susan and seconded by Jerry, the minutes were accepted.

3. Committee Reports:

A. Asset Development Committee:

Adam presented the Treasurer's Report and Fund analysis documents using pie charts shown on a large screen to clarify the figures. Adam will supply print outs of the pie charts for future reference.

Adam asked for clarification of two votes in the amounts of \$20,000 and \$120,000 made in October and December respectively. The \$120,000 does not include the \$20,000. The sum of \$20,000 was for immediate needs of the library for improvements totaling under \$10,000 per expense, while the \$120,000 is for capital improvements not to be expended until after Representative Town Meeting approves the proposed annual budget.

There was also a question raised regarding any unspent capital funds from ongoing projects that are not yet completed. The information was not available at this meeting.

Adam asked if the Board is satisfied with the reporting of the funds listed under number 7 of the Library Endowment Report. He was asked to write a brief analysis of these and other funds so the Board members may refer to it in the future.

There was lengthy discussion of ways to acknowledge expended fund donors as the names disappear when the fund is gone. Ideas offered include: a document displayed in the library listing prior funds names, entry on the website, and thank you notes in the newspaper. Asset Development Committee will consider options.

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B. Friends of the Library:

Mary reported the following:

- There is now an official photographer for the Friends – a photo of the Board could be taken for promotional purposes.
- 103 Friends membership renewal letters have been sent.
- Annual appeal thank you letters are being sent on Friends stationary.
- List of annual appeal donors will be included in the Spring Friends newsletter. Next year it may also be added to the Friends website. The list will also be available at the March 2, 2016 First Wednesdays lecture: Remembering E.B. White.
- There will be a small Altered Books display in March on the 1st floor of the library.
- Ongoing sale of books in the glass room formerly occupied by the photocopier is slow but expected to pick up with publicity.

C. Building and Grounds Committee:

Met today – the minutes will be forthcoming. The next meeting is in two weeks at which time the issues of a Project Manager, a Construction Manager and the possible off-site storage of Fine Arts items and other materials during the construction process will be further addressed. Starr will consult with John O'Connor regarding whether the positions of Project Manager and Construction Manager require bidding.

D. Fine Arts Committee:

See minutes of January 28, 2016 meeting.

E. Planning Committee:

See meeting minutes. There are tentative March dates for a combined Board and Staff meeting which would require the library to open late on that date. More information will be provided at the March Board meeting.

F. Technology Committee:

There has been no meeting held since the last Board meeting. The next meeting will be February 23, 2016.

G. Nominations Committee:

Four people expressed interest in becoming Board members. The committee offers that two of the candidates are excellent possibilities. Deb offered to resign so that both may be appointed. Another candidate may be asked to join the Youth Services Committee.

Susan will invite the candidates to attend the March Board meeting.

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4. Unfinished Business:

A. Library Director Transition:

The transition is going well. Everyone is being very helpful.

B. Trustee Recruitment:

See 3G above.

5. New Business:

A. Energy Audit:

First draft of the energy audit is available.

B. Programming position:

Starr, Pam and Mary will meet to develop a job description.

C. Letter of Support:

Starr presented her statement of support letter for the CLiF Year of the Book Grant with Academy school.

D. Intern:

Jeanne is working with the Vermont Department of Libraries and CCV on a McClure Grant to support an intern who will help those needing technical assistance with job searches and applications.

E. Leadership Vermont:

It has been recommended that Starr attend the Leadership Vermont program. The Board will consider increasing the endowment expenditures in the next budget to promote continued development for the library staff. It is important the Board be aware for the future of unpaid staff hours. It has been an issue in the past.

Motion: Deb moved that the Board reimburse Starr for her expenses relating to her attendance at the Public Library Association Conference and the pre-conference session on homeless library patrons, to be held in Denver in April for an amount not to exceed \$1000. Jerry seconded the motion. Passed.

6. Other:

A. Department Reports: Library Director; Reference Librarian's Reports; Library Youth Services Report; Library Statistics:

See reports.

7. Adjourn:

Motion to adjourn made by Adam at 6:40pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary