

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 10, 2016

Present: Trustees Pam Becker, Jane Southworth, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Susan Troy, Robert Stack, Howard Burrows, and Adam Franklin-Lyons. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Friends Liaison, Mary Ide; Recording Secretary, Jane Fletcher. Also present for part of the meeting was new Friends President, Joyce Marcel.

1. Call to Order:

Pam called the meeting to order at 4:45pm.

1A. Agenda Changes or Additions:

Add staffing patterns under Other.

1B. Public Comments: none

2. Minutes of April 12, 2016:

Upon motion, made by Jane and seconded by Susan, the minutes were approved.

3. Committee Reports:

A. Friends of the Library:

- The April book sale raised \$2,500.00.
- The next book sale will be June 2-4 during the Strolling of the Heifers.
- Wendy Collins resigned as a Friends board member so they are looking for a new board member.

Mary announced that this would be her last board meeting and introduced Joyce Marcel, the newly elected President of the Friends of Brooks Memorial Library.

B. Building and Grounds Committee:

The committee met today. Chip Greenberg is working on the design. The staff need to provide inventories of the furnishings and materials that will be in the spaces to confirm that the spaces and intended uses will conform. Steve Horton was not present. Pam will follow up with Steve to clarify some issues.

C. Finance/Asset Development Committee:

The committee will meet Thursday with Prentiss Smith & Co. to review the investments. Board members are encouraged to attend.

Adam will work on restructuring the treasurer's report for easier reading.

D. Fine Arts Committee:

The committee has not met. One member may be resigning so the committee will be recruiting.

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E. Planning Committee:

The committee has been busy with the community conversations scheduled for May 19 and May 23. So far only 10 RSVPs received. Starr informed the board that a Public Library Association program on meeting with the community is available to the board for viewing.

F. Technology Committee:

See minutes. A question was raised about posting photos of people on Pinterest. Signed releases would be needed.

Three staff members are signed up for NELA (New England Library Association) Digital Privacy: A Practical Approach for You and Your Patrons on Monday, June 13

G. ALA/VLA:

Wednesday, May 18 is the Vermont Library Conference at the Stoweflake Inn in Stowe the keynote speech will be on Sustainable Thinking for the Future of Libraries. Howard, Starr and Connie are planning to attend.

4. Unfinished Business:

A. Programming position – job description update:

Starr handed out a revised job description. Jenny will assist with the contract wording.

B. Draft of guidelines for professional development:

Motion to approve the Policy on professional development, continuing education and conference attendance made by Jane, seconded by Robert and passed unanimously.

5. New Business:

A. Board Officers:

Jane nominated Robert for Vice President. Unanimously passed.

Jane nominated Pam - President, Adam - Treasurer and Jenn – Secretary. Seconded by Susan. Unanimously passed.

Pam reiterated the concern that format of minutes be standardized. She will work on a template.

B. Discussion of contracts with Steve Horton and Chip Greenberg:

Town Attorney, Bob Fisher, reviewed Chip Greenberg's contract. With a minor revision it is ready to be signed by Pam as Board President.

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C. Personnel update:

The position of Children's room clerk has been advertised.

Marybeth Fleming's hours will be increased by 1 hour per week.

Starr would like the board to consider adding an additional staff person to the children's room during the evening hours. Various options were discussed.

6. Other:

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

See reports.

In prior years the board did not meet in July and August however for the past two years meeting were held in those months. The board will tentatively plan not to meet in July and August of this year.

Starr will be attending the ALA meeting in Orlando, FL from June 23-28.

7. Adjourn:

Motion to adjourn made by Jane and seconded by Susan at 6:37pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary