

**BROOKS MEMORIAL LIBRARY
BOARD MEETING MINUTES
August 9, 2016**

Present: Trustees Pam Becker, Howard Burrows, Jane Southworth, Connie Bresnahan, Jennifer Rowe, Jennifer Lann (Board & Recording Secretary), Susan Troy, Robert Stack, and Adam Franklin-Lyons. Also present were Library Director, Starr LaTronica; Children's Librarian, Lindsay Bellville; Friends President, Joyce Marcel.

1. Call to Order:

Pam called the meeting to order at 4:47 p.m.

1A. Agenda Changes or Additions:

Under Unfinished Business add Adult Programming Position.

Under New Business add Weapons Policy.

Next Action: Starr will send us by email the finalized "Parental permission for internet usage by patrons under age 16"

1B. Public Comments: none

2. Minutes of June 14, 2016:

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

3. Committee Reports:

A. Friends of the Library:

Joyce Marcel, Friends President, reported that the Friends are putting together calendar of events: fundraising concert, St. Patrick's Day concert, fundraising event with Mystery on Main Street, miniature golf, Antiques Roadshow-type event, and there was much enthusiasm for a gaming night. Starr: also a casino night was discussed as another potential fundraiser. The appropriateness of a casino night was discussed with the recommendation that it be reconsidered by the Friends in light of that concern. An alternative idea that was successful in the past: trivia night.

Planning to combine Annual Appeal with membership drive in that a donation to the Annual Appeal would automatically result in Friends membership, rather than the Annual Appeal asking if part of the donation should go towards a Friends membership.

Seeking to publicize what the Library does and the Friends do.

B. Building and Grounds Committee:

See minutes of July 21 and August 4 meetings.

Pam indicated that we have a construction manager. The budget is higher than anticipated when we voted the initial \$20K and \$120K: \$174,307 over-budget. The plans hadn't included electrical, architectural plans, permit fees, necessary ADA changes according to

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the new code (e.g., first-floor restroom, wider entrance doors), and a construction manager. Want to ensure we can afford nice furniture and lighting and shelving for the renovated spaces. The committee and staff have been considering what to put on hold; what may not be necessary.

The revised estimate has to go to Selectboard since they only know of the initial \$120,000. We have to tell them what we plan to do to the building, because it's town property. Starr circulated a memo that she plans to send to the Selectboard to update them on the matter and sought feedback. Recommendation that we emphasize that we're acting with fiduciary responsibility by investing approximately 80 percent of the Read bequest and 20 percent in construction (its own investment in the library).

Extensive discussion about why the plans went so over-budget, other options for funding, and the pros and cons of delaying some construction. The plans have gone through extensive reiterative review by B&G Committee and library staff and includes features the community has been requesting for years, such as small meeting rooms and a teen space.

There is an opportunity to advertise these improvements as part of a long history of the library and its trust funds to educate the public on how such bequests work in a financially responsible manner.

Motion by Adam to allocate a further \$160,000 from the Read bequest residuals for the capital improvement project budget. Jane seconded.

Discussion: some other funds from the endowment may be able to be used for the project. Discussion indicated support from the Board for the project moving forward as planned, but with the option of grants, other funds, and other fundraising.

Motion approved.

C. Finance/Asset Development Committee:

See minutes of July 28 meeting.

Adam presented the treasurer's report ("Library Endowment Report") with a fiscal year-end summary. He presented two other reports that were reworkings of the endowment fund list for our consideration to approve the 4% endowment draw. The draw is based on the value at January 1, our traditional way of valuing it, and that results in a more conservative figure than if we used the June 30 year-end value. Adam drafted the reports in consultation with Starr.

Re: item for conferences and workshops for trustees; Robert recommended that Starr looks into opportunities to bring someone here to train us. Robert also indicated that the list of items that the endowment funds could be helpful to help the Selectboard understand how the endowment works. Connie suggested that line items that increased this year be

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indicated on the form.

Next action: Starr will create a list of items that the endowment funds.

Next action: Adam will add a column to the form indicating how much a line item has increased/decreased.

Next action: Adam will title the two untitled financial reports.

Motion by Jane that the board approve the endowment draw and proposed allocation of \$74,600.00 as presented by Starr and Adam on the Yearly Endowment Budget. Seconded by Connie. Approved.

Adam presented an endowment fund list year-end update.

Patrick Moreland would like to meet with the Finance Committee to explore possible ways of streamlining reporting of endowment funds.

D. Fine Arts Committee:

Howard announced the committee is planning a Wiki-edit-athon in September.

Starr indicated that Christine DeVallet is looking to possibly de-accession art items that have no connection to the community and are of questionable quality. A list will be presented for board consideration in September.

Next action: Starr will send to the board a list of fine arts items for possible deaccessioning for the September board meeting.

Starr would like to clarify that despite rumors, she did *not* propose that the Spirit of Life statue be returned to the fountain.

E. Planning Committee:

See minutes of June 16 & 30, July 14 & 28 meetings. The next meeting will be on Wednesday, August 12. Jane distributed two drafts of surveys that differed slightly in format.

F. Technology Committee:

No update. Next meeting this Thursday at 4:30 p.m.

G. ALA/VLA:

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Howard encourages us to join VLA and NELA if we're not already members. National Assessment and Action conference coming, and may be watchable online.

4. New Business:

A. DAR Draft Agreement:

Sara Pease Morse, Regent of the Brattleboro chapter of Daughters of the American Revolution proposed a draft agreement that Starr distributed for board review.

Discussion that the restrictive nature of the locked documents may not be in the open spirit of a public library. Propose an option of not having this agreement be for perpetuity. Revision call for biennial board review.

Change "it is agreed, henceforth" to "it is agreed that for the following two years with semiannual review" Another clause about the possible eventual dissolution of the Brattleboro chapter.

Next action: Starr will revise and have us review the revision at the September meeting.

B. Meeting Room Usage Policy + Library Bill of Rights:

Valley 9/11 Truth Group presentation in the Meeting Room drew some community criticism. Our freedom of information policy means that we need to accept such topics, but we can insert the disclaimer that use of the Meeting Room does not signal library endorsement. And if we want, we can limit sponsors to local groups (this group in question was from MA). Starr spoke with various community members, including John Ungerleider from SIT who teaches civic discourse to international teens. Starr will meet with him later this month to discuss possible programs that address the responsibilities of civic discourse. Starr also invited everyone who expressed concerns to her that they sponsor a program to refute the program in question. Windham World Affairs Council declined to make their donation unless we published a letter of apology in the newspaper. We stand by our support of Intellectual Freedom and the principle put forth by the American Library Association that "Toleration is meaningless without tolerance for what some may consider detestable." Starr is reaching out to the author of a recent book on conspiracy theories for a potential program.

Lindsay says that we have out-of-town meeting room reservers (e.g., an out-of-state OSHA trainer for local construction workers). Adam says that we have a regional reach. Robert: if you're going to value freedom of speech, you might as well not curtail it at all. No one offered a motion to revise the meeting room policy.

C. Weapons Policy:

Starr: the library's policy prohibiting weapons in the library can't be enforced because we're a town building. Starr has spoken with our state senator about it. Patrons and staff have expressed concern. There's a regular person who openly carries, including in the

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Children's Room. Patrons can complain to the police, who can share the concern with a person with a gun, but the police cannot force the gun owner to leave the premises.

5. Other:

A. Department Reports: Library Director; Reference Librarian's Reports:
See reports.

B. Personnel Actions:

The draft for the programming position doesn't meet state contractor requirements. Starr would like to put the position on hold pending further discussions with the town manager's office.

The Technology position application process closes this Monday.

6. Adjourn:

Motion to adjourn made by Jennifer, seconded Connie, and approved at 7:11 p.m. The next board meeting will be Sept. 13, 4:45 p.m.

Jennifer Lann, Board Secretary