

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 13, 2016**

Present: Trustees Pam Becker, Jane Southworth, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Susan Troy, Howard Burrows, and Adam Franklin-Lyons. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Recording Secretary, Jane Fletcher. Absent: Robert Stack

**1. Call to Order:**

Pam called the meeting to order at 4:43pm.

**1A. Agenda Changes or Additions:**

Under Old Business – draft of Child registration form

**1B. Public Comments:** none

**2. Minutes of August 9, 2016:**

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

**3. Committee Reports:**

**A. Friends of the Library:**

In the absence of Joyce Marcel, Friends President, Howard reported that the new newsletter is out with a new improved format, the December book sale is approaching and it will be time for the annual appeal soon.

**B. Building and Grounds Committee:**

See minutes of August 11 and 24 and September 8 meetings.

The renovations for the new local history/special collections spaces have already begun as have the renovations in the meeting room. Meeting room renovations should be completed by the end of September.

The design committee met this morning – they are looking at ways to decorate that will allow individuality of different areas but also express the overall cohesion of the library.

The steering committee will begin meeting on Thursday mornings for progress reports on the renovation project.

**C. Finance/Asset Development Committee:**

Subjects of the meeting last Friday were the annual appeal, streamlining the database to eliminate duplicate data entry and the scheduling of the annual appeal mailing which is expected to happen end of October to early November.

The trustees will have the usual appeal signing gathering. There was extensive discussion of inclusions in the appeal letter including what the Friends pay for (technology, subscriptions, museum passes, First Wednesdays) and how important donations are even with the Read bequest.

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The volunteer appreciation party is scheduled for November 5, 2016.

Adam and Starr met with the Town finance department about easier reporting of library finances. Line items will be created for legacy funds, other funds to be consolidated under gifts. The town will pay the bills for the construction project for clearer tracking and the endowment will reimburse the Town.

**D. Fine Arts Committee:**

Lengthy discussion of what items may be de-acquisitioned and the process to do so. The library does not currently have a comprehensive collection development policy but the State has rules for libraries to de-acquisition items. The committee has plans to review the collection during this renovation process with some members of the committee taking on different responsibilities.

**E. Planning Committee:**

See minutes of August 10<sup>th</sup> and 25<sup>th</sup> meetings.

There have been 140 replies to the survey so far with more arriving all the time. The committee meets again on Thursday. The survey will be sent to the schools to get student's responses. Jennifer Rowe suggested that the responses be mined for recurrent word counts to see what respondents refer to most.

**F. Technology Committee:**

See minutes of August 11 meeting.

**G. ALA/VLA:**

No updates. There is an NELA (New England Library Association) meeting October 16-18 in Danby, MA and an upcoming conference in Montpelier which Paige Martin, Assistant Youth Services Librarian, expects to attend.

**4. Old Business:**

**A. DAR draft agreement:**

Sara Morse will revise the agreement based on revisions proposed by the library. The agreement will be permission to use space, not a permanent commitment on the part of the library.

**B. Fine Arts deacquisition:** see 3D above.

**C. Child registration form:** minor alterations were suggested.

**Motion:** Howard moved to revise the form to omit "A parent/guardian's library card must be cleared of all fines and overdue materials before registering." Jennifer Lann seconded. Passed unanimously.

**Next Actions:** The revisions will be reviewed by the children's room staff.  
The board will vote on the revised form at the October 11<sup>th</sup> meeting.

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There followed extensive discussion of alternatives to charging fines including an amnesty day, a work day where those who owned fines could erase them, a pay it forward donation box and eliminating fines altogether.

Starr and Lindsay met with the Department of Children and Families to discuss the use of the library for supervised family visits. The library welcomes this use, but requests that DCF clarify with the families the preferred conduct of library patrons.

Starr will be attending the Research Institute for Public Libraries conference in Denver from September 30 – October 3, 2016 on a scholarship. The Vermont Department of Libraries will reimburse the airfare.

**5. Other**

**A. Department Reports: Library Director; Children's Room Report**

See reports.

Library employee Jay Fee has accepted a position in Keene.

**6. Adjourn:**

Motion to adjourn made by Jane and seconded by Connie at 6:35pm.

Jane Fletcher, Recording Secretary  
Jennifer Lann, Board Secretary