

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

October 11, 2016

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

1. Call to Order:

Pam called the meeting to order at 4:46pm.

1A. Agenda Changes or Additions: None

1B. Public Comments: none

2. Minutes of September 13, 2016:

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

3. Committee Reports:

A. Friends of the Library:

In the absence of Joyce Marcel, Friends President, and as the annual appeal letter will be discussed under 3C there is nothing to report.

B. Building and Grounds Committee:

Work on the new Fine Arts and Local History space, the janitor's closet and the 1st floor handicapped bathroom are proceeding.

The Steering committee expects a master budget from Steve Horton by Thursday. The question was raised regarding what authority the Steering committee has to authorize change order expenditures resulting in the following motion made by Jenn and seconded by Robert.

Motion: For amounts up to \$500.00 Starr may authorize the change. Amounts from \$500 up to the contingency ceiling amount of \$15,000, with the advice and agreement of project manager, Steve Horton, and with the proviso that the Steering Committee may choose to ask for input from the whole Board of Trustees, the Steering committee may authorize the change orders.

Motion passed.

Access from Grove Street to the Municipal center parking lot will be unavailable for the week of October 17th for the installation of a new water line to the Municipal building. The town is aware that this will impact the library renovation process and is working with Starr to determine how access to both projects can be accommodated.

A question was raised on what hardships the staff are experiencing with the renovation. Rescheduling regular users of the meeting room was an issue and there has been some stress observed in the decision making process.

Paige and Roland from BCTV were very helpful in upgrading the technology accessibility in the meeting room with the result that a large variety of technologies can now be used there.

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C. Finance/Asset Development Committee:

The quarterly data sheet will be presented at the November board meeting.

There is currently no shortage in cash and the \$200,000 for the renovations can be requested at need. The investments are now balanced at more normal levels between bonds, cash and stocks.

The draft letter for the annual appeal was distributed for review by the board and a lengthy discussion ensued. Many suggestions were offered to modify the letter.

Next Action: Pam will make the changes and forward them to Friends President, Joyce Marcel, who will then send the final draft to Adam for printing.

The 2015 appeal brought in approximately \$9000.00 from 109 donors with a good percentage responding to those letters with a personal note appended. The signing gathering for the 2016 appeal is tentatively scheduled for October 25th at 5PM.

Motion: To authorize \$1500.00 from the Wojtowitz fund to pay for printing and mailing of the annual appeal letter and for pizza for the letter-signing meeting.

The motion, made by Adam and seconded by Robert, passed unanimously.

D. Fine Arts Committee:

The main issue is moving the collection from the current storage area to the new room. When the committee is notified that the space is ready the move will have to happen fast so that renovation in the former area can begin. There is also the issue of moving the plaque which accompanies an existing statue in the library from its present location at the old Unitarian Church to the library. Though the plaque is heavy, Howard is confident the committee can make the arrangements.

Part of the renovations will include moving the children's floor art displays down to kid height and possibly providing some hands-on exhibits that children can participate in. The current display organizer will no longer be available so the committee is looking for someone to take over. The question was raised whether the library's role with fine arts should expand or whether the storage and display of fine arts are a responsibility that should remain with the library. It was suggested that the topic be considered in the strategic plan.

E. Planning Committee:

Survey answers are still being sought with the intention of using the compiled replies as a base for the new strategic plan.

F. Technology Committee:

There was no recent meeting. The date of the next meeting is to be determined.

Starr was pleased to report that Matt Wojcik has been hired as the Electronic Services Support Specialist and that he has extensive technology experience of benefit to the library and the town alike.

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G. ALA/VLA:

The New England Library Association will hold its annual conference on October 16-18 in Danvers, MA. Howard may attend an afternoon session.

Early sign up for the American Library Association midwinter meeting in Atlanta in January is November 9th.

New England Library Association and Vermont Library Association are holding a combined conference in the spring. Further details will be available at a later board meeting.

4. Old Business:

A. DAR draft agreement:

There has been no response from the DAR on the draft agreement.

B. Fine Arts de-acquisition:

Jennifer Rowe did research on the rules for de-acquisitioning items from the collection. Vermont statute addresses the procedure for establishing clear title before an item is removed for sale. Should the committee decide that an item in the collection has no value to the library, the board may want to have an appraisal done before following normal procedures for de-acquisition. Items will be considered by the Fine Arts committee and, if possible, the individual who donated the item will be contacted before any object is de-acquisitioned.

C. Child registration form:

The revision of the form was approved following one minor correction.

The subject of fines as a potential barrier to library use was again discussed. Starr will check on the Catamount consortium rules regarding fines as Adam thought there were set fines to be charged by all member libraries. There is also a concern that the fines revenue is a \$16,000 line item in the budget and any effort to reduce or eliminate fines could become a political issue.

Jane suggested that the library try a pilot program of voluntary fine payments into a jar at the checkout desk for one month in either December or January to test the response.

5. Other

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

See reports.

B. Volunteer Party, November 5th:

The party to thank all of our volunteers for their work will be held November 5, 2016.

C. Damage to windows:

The four large front windows and the staff room window were damaged by BB gun

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pellets. Starr is consulting glass repair professionals to see if the windows can be repaired or will need to be replaced.

D. Request to house Stephen Daye Press Collection

The library has received a request to house the Stephen Daye Press collection which may consists of the contents of one free standing bookcase. The books are currently in the possession of the Brattleboro Historical Society who would like to see them moved to the library local history room as the Stephen Daye Press was a Brattleboro publisher of New England specific books in the 1930's and early 1940's. No decision was made pending completion of renovations to that area of the library.

There are problems with the coin collection feature on the new printer/copier unit on the main library floor. As the company is not local, service is proving to be difficult. A payment jar was suggested.

6. Adjourn:

Motion to adjourn made by Jennifer Lann at 6:45pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary

DRAFT