

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

December 13, 2016

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

Absent: Adam Franklin-Lyons.

1. Call to Order:

Pam called the meeting to order at 4:33pm.

1A. Agenda Changes or Additions: To New Business, add records retention and staff appreciation breakfast.

1B. Public Comments: none

2. Minutes of November 8, 2016:

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

3. Committee Reports:

A. Friends of the Library:

As Friends President, Joyce Marcel, was absent, Starr reported that the annual appeal has garnered \$6500.00 from 80 donations so far. Hand written thank you notes are being sent for donations over \$100.00. The book sale has collected \$2700.00 so far.

B. Building and Grounds Committee:

The building project is about 50% finished and the estimated cost is only \$360 over the amount budgeted. The \$15,000 contingency funds have not yet been spent. The carpet for the main floor and renovating the vestibule to meet ADA compliance will use those funds.

Motion: Robert moved that an additional \$10,000 be added to the contingency fund in case of unanticipated modifications that may occur during the second half of the project.

Seconded by Jane. Passed unanimously

C. Finance/Asset Development Committee:

Finance committee reports that the finances are in sound fiscal shape. Prentiss Smith & Co will provide markers for comparison in January.

There was lengthy discussion on the boiler situation. A second opinion on the boiler situation will be provided by a knowledgeable individual on December 14th.

D. Fine Arts Committee:

See committee meeting minutes. Everything has been moved into the new space.

E. Planning Committee:

The committee is close to writing the strategic plan. The services section may need revision in light of federal administration changes that could alter funding opportunities. The committee will keep that in mind when composing the plan.

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F. Technology Committee:

The technology committee will meet on December 14.

G. ALA/VLA:

The annual meeting was excellent. The subject was sustainability. Jennifer Rowe will share notes. Trustees are interested in learning more about other libraries' programs and mission statements.

4. Old Business:

A. Request to house Stephen Daye Press Collection:

This request is still on hold pending completion of the renovations to the Local History room.

5. New Business:

A. Building Issues: Already discussed under 3B.

B. Retention: There has been a request from staff to change the policy regarding retention of paper records of new registrations and status of fines. Starr will update the policy and forward the new wording for Board consideration at the next meeting.

Jennifer Rowe will also provide wording for the policy on storage of documents that are not available to the public.

6. Other

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

See reports.

Traditionally the board hosts an employee appreciation breakfast around this time. The board still intends to do so, but would like to wait until the construction project is further along.

7. Adjourn:

Motion to adjourn made by Jane and seconded by Connie at 5:30pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary