

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 2018**

Present: Trustees Jennifer Rowe, Jane Southworth, Adam Franklin-Lyons, Leo Schiff, Sirkka Kauffman, Connie Bresnahan, Pam Becker, and Howard Burrows. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsey Bellville; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher. Absent: Amity DeAngelis,

Call to Order: Jenny called the meeting to order at 4:45pm.

Announcement: Jenny announced that Amity will be taking a hiatus from the Board for a few months.

Agenda Changes or Additions: request to stay open on October 22.

Public Comments: None

Minutes of August 14, 2018 and August 24, 2018:

Jane moved that the August 14th minutes be accepted. Leo seconded. Passed.

Jane moved and Pam seconded that the August 24th minutes be accepted. Passed.

Committee Reports:

A. Friends of the Library:

On September 21 there will be a donor appreciation event from 6-8 pm. Samirah Evans and Evelyn Harris will hold a benefit concert on October 19 at 7 pm.

\$2,100 has been raised for First Wednesdays so far.

In September the Friends are one of the beneficiaries of Brattleboro Food Co-Ops bag-a-bean program.

Joyce is working on the Annual Appeal letter – there was discussion about whether a personal note should be added to the letters or not.

B. Building and Grounds Committee: there was no meeting as the committee is waiting for project estimates.

C. Finance/Asset Development Committee: Adam made a motion on the budget for the funds to supplement the town budget for the energy project however, after lengthy discussion and a straw poll the unseconded motion was tabled until a future meeting when the estimated costs for other pending projects have been determined.

D. Fine Arts Committee: The recent Friends newsletter has an article asking for volunteers the help with projects. The committee is now short of members and needs more interested members.

The removal of the Fisk bas-relief has not been resolved. Contact with the family is ongoing. The library is not interested in purchasing the bust which would be the family's preference.

There will be a meeting with the library staff on October 4th to discuss the committee's ideas on rearranging some of the existing exhibits.

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- E. Planning Committee:** next meeting is on Thursday. Emergency plan is almost finished. The committee is working on an abbreviated single sheet version for quick reference by the staff. On September 27th there will be training for staff on how to deal with an active shooter threat.
- F. Technology Committee:** RFP is finished. Opening date for bids will be within the next two weeks. There will be a 45 day deadline. At the next committee meeting to be held on September 26th evaluation criteria will be set.
- G. Advocacy and liaison to national and regional library organizations:** There will be a VLA board meeting in Charlotte – Howard will probably attend.
- H. Department Reports:** see reports. In addition to the Director's report, Starr has been having meetings with DCF to work jointly to make family visits conducted at the library to make the visits a positive experience for both the families and the libraries.

Ongoing Business:

Bylaws updates and first reading: see appended bylaws.

Circulation policy update, second reading:

Motion: Jane moved and Connie seconded to approve the Brooks Circulation Policy revised September 2018 (full text appended to these minutes). Passed unanimously.

Reminder of volunteer appreciation dinner: This will be held on September 29 from 5:30pm to 7:30 pm. Board members should let Theresa know who is coming and what appetizer they are bringing.

New Business:

Public Access Computer policy: staff to meet to discuss new procedures for front desk.

Strategic Planning for Board priorities: The next board meeting will be a brain-storming session to create a wish list for the coming year. Pam will bring a list of categories to help set priorities.

Motion: Howard moved that the library be open extra hours for the following events: Sunday, October 14th for Literary Festival; Friday, October 19th evening for Friends benefit concert; Saturday, October 20th evening for World Singing Day event; Monday, September 22 for NAACP sponsored Governor's candidate forum. Leo seconded. Passed.

Adjourned 6:45 PM: Moved by Howard, seconded by Leo. Passed.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary