

BROOKS MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING

November 13, 2018

Present: Trustees Jane Southworth, Pam Becker, Sirkka Kauffman, Connie Bresnahan, Adam Franklin-Lyons. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher. Absent: Jennifer Rowe, Leo Schiff, and Howard Burrows. On leave: Amity DeAngelis,

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

Agenda Changes or Additions: None

Public Comments: None

Minutes of October 9, 2018: Pam moved to accept the minutes; Connie seconded. Passed.

Committee Reports:

A. Friends of the Library:

- Concert made over \$1000.
- Like New book sale starts November 29.
- Next Friends meeting moved to November 14.
- Annual appeal mailing will go out this week.
- Therese will be missed.

B. Building and Grounds Committee: Garden work was done promptly with the exception of shrub removal which requires additional equipment. The HVAC system replacement is ongoing. The walkway to the back entrance has been paved. The new furnace uses propane; the current placement of the tanks may not be the permanent location. Replacement of the front window should be completed on November 14. Bathroom renovation will be delayed until January. The next committee meeting will be December 4.

C. Finance/Asset Development Committee: Annual appeal is ready to go. Still working on website for donations. Funding for the town in connection with the HVAC renovations not yet decided. Proposals for distribution of the Pike money will be presented in December after all of the money is received.

D. Fine Arts Committee: no meeting

E. Planning Committee: Emergency plan is complete.

Motion: Jane moved and Sirkka seconded that the library be closed until noon on January 17, 2019 for the staff appreciation breakfast and the meeting to evaluate the strategic plan in action. Passed.

F. Technology Committee: RFQ for the new website should be available this week.

G. Advocacy and liaison to national and regional library organizations:

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Starr attended the Public Libraries Summit on November 9. The State Library is currently in a state of flux. There are many programs/projects in development.

H. Department Reports: Additional to the director's report: an unspecified threat was received at the library which was passed on to the police generating follow-up action by the police resulting in a lockdown at Greenfield Community College as that facility was named in the threat.

Ongoing Business:

Reports from Trustee working groups:

Social Work: Although there is presently not a significant need for this position, the library may consider it in the future and continues to make connections with other agencies for referral and consultation. The library could contract with a social worker on an individual basis if needed. The suggestion was made that a log be kept to track patterns of instances when the presence of a social worker would be beneficial. Starr will discuss the feasibility with staff.

Employee leave: The subcommittee is working on the logistics with the intent that this benefit could be available starting in the next fiscal year.

New Business:

Request to open Thursday, November 15th for an event:

Motion: Pam moved; Sirkka seconded: the library will be open late on Thursday, November 15 for a Peoples, Places and Words event. Passed.

Motion: Connie moved; Pam seconded: Starr will have discretion to decide the open hours on an as needed basis for People, Places and Words events until December of 2019. Passed.

Personnel announcements:

Therese Marcy is retiring in December after nearly 28 years of service. There will be a farewell party on December 20 with punch and cookies. In view of this staffing loss, several job descriptions will be reviewed and revised. Staff will work on this.

Jiyl, who has provided excellent maintenance at the library, has also left town employ. Existing maintenance staff is currently covering library cleaning.

Motion: Adam moved; Pam seconded: As a thank you for the staff working in difficult conditions during, HVAC and window replacement projects, Gift Certificates for \$30.00 per staff member will be purchased and distributed immediately: the funds to come from board approved projects line. Passed.

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Motion: Adam moved; Connie seconded: an amount not to exceed \$1500.00, from the board approved projects fund, be spent for printing and mailing the annual appeal letters. Passed.

Adjourned 5:45 PM:

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary

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