

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

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

Call to Order: Jenny called the meeting to order at 4:47pm.

Agenda Changes or Additions: None

Public Comments: Starr offered a thank you from the library staff for the gift certificates.

Minutes of November 13, 2018: Jane moved to accept the minutes; Sirkka seconded. Passed.

Committee Reports:

A. Friends of the Library:

- 425 appeal letters were sent raising \$3000 so far.
- Giving Tuesday garnered another \$1000 from an email appeal.
- The like new book sale has raised \$4000; the raffle winners will be drawn on December 17th.
- Kanopy films program very popular – the friends may fund additional showings.
- Friends have purchased 3 new Kindle devices with audio adapters.

B. Building and Grounds Committee: The new air handlers are noisier than expected. Adjusting the system may solve the problem, if not, other options will be explored. There is no timeline yet for completion of this project. The bathroom renovations are to be done soon.

C. Finance/Asset Development Committee:

Motion: Adam moved and Howard seconded to distribute the following funds

for the HVAC replacements: from	Read Project Fund	\$ 75,000.00
	Sanderson/Pike Fund	75,000.00
	Library donations to town	10,441.14
	Board Approved Projects	<u>9,558.86</u>
	Total	170,000.00

Motion passed unanimously.

Motion: Adam moved and Connie seconded that the remainder of the Sanderson/Pike funds, a total of \$252,780.03, be distributed as follows: \$150,000.00 to the Trustee Restricted Funds (this is the permanent endowment) and \$102,780.03 to the Project Account for ongoing renovations. Passed unanimously.

D. Fine Arts Committee: There has been no meeting. Committee has only 3 members at present.

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- E. Planning Committee:** The committee will not meet in December. At the January 17th staff breakfast and brainstorming meeting, the emergency plan will be discussed with staff. Rescue is providing emergency kits and will train staff in their use. Following the next Trustees meeting, the trustees will finalize plans for the breakfast.
- F. Technology Committee:** RFQ for the new website has been presented. Quotes are due in January for review by the committee.
- G. Advocacy and liaison to national and regional library organizations:** New FCC rules and changes to the copyright laws that are being proposed may affect the library. Starr attended the Vermont Visions Conference.
- H. Department Reports:** In addition to the Youth Services report, Lindsay explained the need for a snowshoe release policy generating the following motion.
- Motion:** Jane moved and Pam seconded to accept the snowshoe release as written with the addition of "At your own risk" in large font. Passed.

Ongoing Business:

Reports from Trustee working groups:

Employee leave: An initial proposal was presented. The trustees offered some suggestions, stressing that the program should be presented as an opportunity for personal enrichment. The full proposal for this program will be completed by late spring.

Therese's retirement celebration and update on position:

Motion: Pam moved; seconded by Jane, that \$150 from Board Approved projects be expended for the retirement party. Passed.

The revised job description will be reviewed by the town manager and the union with the intent to advertise the position upon approval.

New Business:

Request to open Thursday, December 20th for an legislative forum:

Motion: Leo moved; Jane seconded: the library will stay open late on Thursday, December 20th for a legislative forum. Passed.

Nominating committee: A committee, consisting of Adam, Howard and Pam, will meet following the next trustees meeting to begin the process of nominating potential new board members.

Director's evaluation committee: Connie, Sirkka and Jenny will begin the evaluation process in January. It was suggested that in addition to staff and trustees, some members of the public be approached for input also.

Adjourned 6:34 PM:

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary