

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

March 12, 2019

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

Call to Order: Jenny called the meeting to order at 4:50pm.

Agenda Changes or Additions: Add safety concerns under new business.

Public Comments: None

Minutes of February 19, 2019: Jane moved to accept the minutes. Howard seconded.
Passed.

Announcement: Amity DeAngelis has resigned via email. The board thanked her for her service.

Committee Reports:

- A. Friends of the Library:** In honor of National Library Week, the Friends will hold a dessert fund raiser on April 5. Brattleboro Memorial Hospital is donating an AED defibrillator to the library. The Friends have a budget of \$52,472.00 for the next year so will increase the number of museum passes available and may need to increase the amount for Kanopy films.
- B. Building and Grounds Committee:** see minutes of March 12 meeting. Upstairs entryway refurbishment and new furniture are still important projects that the committee would like to see included in the 2019/2020 budget. There was a lengthy discussion around funding these projects.
- C. Finance/Asset Development Committee:** There will be an additional \$6000.00 coming from the Ronald Read estate. The committee will begin looking into grant possibilities and other funding options. In a continuation of the Building and Grounds discussion, the Library Board is allowed to do fund raising, however as a department of the town, it is better if fund-raising is done through the Friends organization.
- D. Fine Arts Committee:** Jodi Shippee, the intern, received 13 responses to her survey; this was helpful to her project. The committee is planning to move the plaster bas-relief of the detail from The Flight of the Night by William Morris Hunt to the main floor of the library where it can be more securely mounted.
- E. Planning Committee:** The committee met on February 21 and reviewed the staff comments regarding progress on the goals of the strategic plan. At the next meeting they will incorporate the ideas from the trustees brainstorming session in October into the progress matrix.

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F. Technology Committee: Green River has been very helpful with recommendations for the website RFP. When the revised RFP is complete they will review it and help evaluate the responses received.

G. Advocacy and liaison to national and regional library organizations: The Town Officers Education Conference will be held April 4 and April 11; registration fee is \$65.00 per person. There will be a focus on libraries. The Words project will have a presentation at the VLA conference in Burlington on May 23. Howard will submit an application for a 3 day NELA conference in August; the board will vote on payment of fees at a later date. Starr will check that fees for board member conferences and memberships are being drawn from the correct account. VLA and NELA membership renewals are due. Members can pay the fees and request reimbursement from Starr.

H. Department Reports: The job posting for circulation manager closed on Friday, March 8. Two dozen application were received. The applications are being reviewed and interviews will be conducted with the chosen candidates.

Ongoing Business:

Reports from Trustee working groups:

Employee leave: The draft policy was discussed and will be revised before being reviewed by the town manager and union representative.

Nominating committee: The committee interviewed 7 of the 8 candidates and recommend that Elizabeth Ruane be nominated for the 3 year board seat along with incumbents, Jane Southworth and Howard Burrows, and that John Woodward be nominated to fill the remaining year of Amity DeAngelis' 3 year seat.

New Business: There was a discussion of safety concerns around lighting in the parking lot and library patron conduct during well attended events at the library.

Pam Becker was thanked for her years of service as a board member.

Adjourn: At 6:29pm Pam moved and Adam seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary