

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 9, 2019**

Present: Trustees Jennifer Rowe, Sirkka Kauffman, Howard Burrows, Jane Southworth, Connie Bresnahan, Leo Schiff, Adam Franklin-Lyons, and John Woodward. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher. Absent: Elizabeth Ruane

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

Agenda Changes or Additions: Library staff pay.

Public Comments: None

Minutes of March 12, 2019: Jane moved to accept the minutes. Leo seconded. Passed.

Committee Reports:

A. Friends of the Library: Dessert event was successful. The room was full and everyone had a good time.

B. Building and Grounds Committee: There has been no meeting since the March trustees meeting. The next meeting will be held on April 25 from 8:30am to 9:30am. A furniture consultant is expected to attend. Connie will be the new chair of the committee.

C. Finance/Asset Development Committee: see reports.

Motion: Adam moved and Howard seconded that \$8048.31 from the sale of the gift stock be transferred to BR-10 non-print account to be used to offset the Kanopy films expenses and to purchase additions to the DVD collection. Passed

Motion: Adam moved and Connie seconded to put \$6000.00, final payout of the Ronald Read bequest, in BR-20 RR01 for use by the Building and Grounds committee. Passed.

Adam gave a summary of the committee's recommendations on the distribution of the annual endowment draw to budget lines BR-02 through BR-18. The vote on this will be held at a later meeting.

D. Fine Arts Committee: Suzanne Flynt of the Flynt Center for Early New England Life came and looked at the collection. The subject of insurance for a collection such as this was discussed. The role or focus of the committee needs clarification. The question was raised on what options are available for possibly relocating items that the library is not required to keep.

E. Planning Committee: The next meeting on April 18th will continue reviewing progress on the strategic plan using the analysis matrix.

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F. Technology Committee: Leo will be the committee chair. The committee continues to work with Green River to develop the new website RFP. A survey and subsequent interviews with patrons will be used to refine the requirements. Once the results are integrated into the RFP interested vendors will submit proposals. A vendor should be selected by August with the intention that the new website will be released in December.

G. Advocacy and liaison to national and regional library organizations: Howard has applied for the 3 day NELA conference in August. The Vermont Library Conference will take place on May 21 and May 22 in Burlington. The ALA conference will be held in Washington, DC in June. Starr and Howard will attend the Town Officers Education Conference on April 11.

H. Department Reports: see reports. In addition to the director's report: the library has a display in the Chamber of Commerce window to celebrate Library week.

Motion: Howard moved and Connie seconded that Starr be funded to attend the ALA conference in June from the BR03 budget line. Passed.

Motion: Connie moved and Leo seconded to buy two Latchis gift certificates per staff member in honor of Library Week's staff appreciation day from BR-15, Board approved projects fund, with the understanding that this will put the line item over-budget. Passed.

New Business:

Election of officers: With nominations and seconds, the following people were elected officers: Jenny – President, Leo – Vice-President, Adam – Treasurer, and Connie - Secretary.

Adoption of a six-month agenda for each standing committee and Board role: Several committees presented either a general agenda, or a list of goals for the next six months. The remaining committees will complete theirs for the next meeting.

Consideration of proposed addition to the bylaws concerning committee activity and trustee activity outside the committee structure:

Proposed amendment to the Bylaws (new language is in italics):

Article II

5. Committees

The President of the Board, with the advice and consent of the Trustees, shall each year appoint *ad hoc* and standing committees to deal with such functions as policy review, long-range planning,

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finance and asset development, special collections, trustee nomination, technology, and buildings & grounds. The president shall act as, or appoint a Trustee to act as, liaison to various external boards and committees as required.

The Board shall approve a statement of goals for each committee and shall review each committee's activities periodically.

A Trustee shall serve as the chair of each committee. Each committee shall have at least three members, at least two of whom shall be current Trustees. Committee membership shall be publicly posted, and committee meetings are open to the public.

Generally, expenditures of funds are made by the full Board of Trustees on the recommendation of the committees. Votes by the committee to expend funds, whether allocated for the committee's use by the full Board or from some other source, shall require the assent of a majority of the committee's Trustee members, or if there are only two Trustee members, by all of the Trustee members.

Members of the public, particularly Library staff, bring valuable expertise to the work of Board committees and are encouraged to join at the invitation of the committee chair. Committee members shall have a vote in committee decisions. ~~and~~ *Individual committee members* may act on behalf of the committee, *but only* at the *explicit* request of the committee.

Trustees may act on behalf of the Board outside the committee structure only by receiving prior Board approval for such action. To propose such action to the Board, a Trustee may present a written description of the issue to be addressed, a statement of action steps proposed and resources required, a budget, and a timeline.

Assignment of a trustee to attend each monthly meeting of the Friends, (the third Wednesday of each month at 4:30pm). A sign-up sheet was circulated for each member to attend at least one Friends meeting over the next year.

Leo reported on his discussion with Town Manager, Peter Elwell, on the subject of library staff pay rates. There was lengthy discussion on possible options to support the staff within the limitations of the union contract and whether or not this was an appropriate concern of the trustees. The subject will be revisited at a later date.

Adjourn: At 7:05pm Jane moved and Connie seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary