

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**March 15, 2018**

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

**Call to Order:** Robert called the meeting to order at 4:30pm.

**Agenda Changes or Additions:** None

**Public Comments:** None

**Minutes of February 13, 2018:**

Jane moved that the minutes be accepted. Pam seconded. Passed.

**Committee Reports:**

**A. Friends of the Library:**

- The Friends have 3 new potential board members.
- The little libraries project with Rotary is close to being complete. The Trustees offered several suggestions for locations and groups to sponsor the little libraries.
- On April 13<sup>th</sup> there will be a Dessert Gala at which one of the little libraries will be auctioned.
- Journalism Film Festival's last program was Spotlight which was well attended.

**B. Building and Grounds Committee:** see minutes

**C. Finance/Asset Development Committee:** No discussion. See minutes.

**D. Fine Arts Committee:** Last 2 meetings were snowed out. Zephyr Designs, using funds from the Friends, is slowly mounting items on the walls. Keys have been found for the cabinet that will hold the Stephen Daye Press collection.

**E. Planning Committee:** Jane needs to meet with Fire Chief Bucossi to review emergency plan. Panic buttons have been moved for easier access and up to three key fob panic buttons may be added for mobile use around the library. Funds for a defibrillator may soon be requested. Optional Narcan training will be offered to staff.

**F. Technology Committee:** No meeting has been held

**G. Advocacy and liaison to national and regional library organizations:** Jeanne is currently attending the Library Leadership conference at Harvard. VLA meeting is upcoming at Lake Morey.

**H. Nominating Committee:** One of the new trustee nominees has withdrawn. Connie has agreed to stay for another year. Election of officers and committee

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appointments will be held at the April meeting. There was lengthy discussion of roles of trustees and members of the public serving on committees which will be reviewed as part of the bylaw revision process.

- I. Department Reports:** see reports. Additional to the Director's report, credit card payment options are on hold until the lost book replacement system glitches are corrected. A grateful computer user donated \$150.00 last Saturday. Suggestions for First Wednesdays programs would be welcome. There was discussion of what additional programs might be provided for teens.

**Old Business:**

**Fine Forgiveness progress updates:**

Progress on this is on hold until after Town Meeting.

**Review of policies and bylaws – discussion and proposed amendments:**

The board will review the remainder of the bylaws. The committees will review their policies and all will be presented for a first reading and entry into the minutes together. The process should be complete by September.

**Stephen Daye Press Collection:** Can now be accepted.

**New Business:**

**Legislative resolution in honor of 50th anniversary:** Valerie Stuart wants to put forward a resolution. Interested parties need to be present for the resolution to be read aloud into the record. Starr will see if there is a date available after April 15<sup>th</sup>.

**Refusal of bequest:** In 2013 genealogical materials from the Faxon estate were offered to the library. They are still available. Further investigation will be done to see if the library would accept these items.

**VDL Trustee training April 28:** The training will be held from 9:30am to 12:30 pm. Both new and current board members are invited to attend.

**Discussion of procedure on forming and ratifying committees:** see above.

**Request to open for program:**

**Motion:** Pam moved to let Starr negotiate a later closing time for a Brattleboro Solidarity program on March 31<sup>st</sup>. Jane seconded. Passed.

**Executive session: personnel issue**

**Motion:** Jane moved and Connie seconded to enter executive session at 6:07pm. Passed.

Regular meeting resumed at 6:22pm. Meeting adjourned immediately.

Jane Fletcher, Recording Secretary  
Susan Troy, Board Secretary