

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 15, 2018

Present: Trustees Jennifer Rowe, Howard Burrows, Pam Becker, Jane Southworth, Amity DeAngelis, Adam Franklin-Lyons, Leo Schiff, Sirkka Kauffman, and Connie Bresnahan. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher.

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

Agenda Changes or Additions: Gift from Guilford Sound, defibrillator, Rolling Thunder exhibit, Downtown Business Alliance, Summer meetings and time frame for policy and bylaw revisions.

Public Comments: None

Minutes of April 10, 2018:

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

Committee Reports:

A. Friends of the Library:

- Dessert Gala was successful. It will become an annual event.
- Annual appeal is still receiving donations. Total of \$12,000 so far.
- Six of the little libraries have been sold. They made \$2000.00 for the Friends. The 7th will be raffled.
- The Friends annual meeting will be May 19 at 1pm
- Future fund raising plans include a Benefit Gala in October and a Fashion Show in November.

B. Building and Grounds Committee: see minutes.

Motion: Jane moved the Recording Booth project with Guilford Sound be approved as specified in the May 14, 2018 memo to Starr from Lissa Weinmann of the Brattleboro Words Project. Seconded by Leo. Passed.

The expanding crack in the upper panel of the front windows has been temporarily secured with duct tape. Replacement glass for the window will take two weeks from the authorization date. Payment for this repair will come from the town's energy capital fund. It was originally part of the larger HVAC replacement project so, due to the urgent nature of the repair, must be extracted from the larger project and authorized separately.

C. Finance/Asset Development Committee: Meeting with Prentiss Smith & Co postponed.

Motion: Adam moved to adopt the 2018 – 2019 proposed budget for the 4% endowment draw. Jane seconded. Passed.

D. Fine Arts Committee: Last meeting hosted three guests, who want to provide expert help with restoration, appraisal and collection cataloguing. Zephyr Designs continues to install pieces. Starr will see if the children's room staff are interested in setting up the displays for the children's room

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 15, 2018

corridor. Membership of the Fine Arts Committee is set at 5 members.

E. Planning Committee: Final draft of the emergency plan is almost ready.

Motion: Jane moved that the Board authorize the expenditure of \$1000.00 from BR15, the Board Approved Projects Fund, for the purchase of an AED defibrillator. Pam seconded. Passed.

F. Technology Committee: Committee met twice. Website proposal will go out for bid in July for a decision in September.

Acceptable Use Policy was presented for discussion. The previous policy from 2006 was 2 pages. The new version has been condensed to an half page with the intention that it can be easily read on a computer screen when agreeing to the terms for use of library technology. Additional modifications to the harassment and illegal use sections were proposed and will be incorporated in the first reading at the June board meeting.

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

Vermont Library Association will hold a meeting on May 18 at Lake Morey. Three board members and two staff members are planning to attend.

H. Department Reports: see reports. In addition to the Director's Report, Chloe Liotta-Jones has been hired to fill the position vacated by Paige Martin; Staff would like to invite a board member to attend the next staff meeting. Various ways to present the question time following the First Wednesdays programs were suggested.

Old Business:

Fine Forgiveness progress updates:

Motion: Jane moved and Connie seconded that the Board supports a spring cleaning fine amnesty to begin immediately. Passed.

Request for expenses to attend ALA:

Motion: Howard moved that Board approve the expenditure of up to \$1000.00 from BR03 to cover Starr's travel expenses to the ALA conference New Orleans. Pam seconded. Passed.

Resolution to set regular meeting time: Board will meet through the summer.

Motion: Leo moved and Pam seconded that the Board meeting be set for the 2nd Tuesday each month at 4:45pm starting in June. Passed.

New Business:

Request to open early Saturday, June 2nd for book sale and Strolling of Heifers:

Motion: Pam moved and Jane seconded that the library open at 8AM on June 2nd. Passed.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 15, 2018**

Acceptable computer use policy: see F above

Change in Meeting Room Policy/Practice:

Motion: Connie moved and Jane seconded to give staff discretion to allow the use of the second floor meeting room on a case by case basis when the room is not in use. Passed.

Rolling Thunder Exhibit: a veterans group has asked to do a display at the library to publicize POWs and MIAs.

Downtown Business Alliance: Starr will investigate whether or not the library can become a member.

Adjourn: 6:25pm

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary

DRAFT