

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

October 8, 2019

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

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

Agenda Changes or Additions: None

Public Comments: None

Minutes of September 10, 2019: Under committee reports, A. "burying laptops" should be "buying laptops". Jane moved to accept corrected minutes; seconded by Sirkka. Passed.

Minutes of September 28, 2019: Jane moved; seconded by Sirkka. Passed.

Committee Reports:

- A. Friends of the Library:** Connie attended the September meeting. Sirkka will attend the October meeting. Connie reported that the September meeting was lively with lots of plans. In addition, Starr reported that the first draft of the annual appeal letter is ready. There will be a Friends appreciation gathering on October 26. The newsletter has a new editor and was delivered yesterday. Fund raising for First Wednesdays went well.
- B. Building and Grounds Committee:** Next meeting date to be determined at which time dollar amounts for the furniture need to be calculated for a grant application.
- C. Finance/Asset Development Committee:** The annual appeal letter should go out as planned. The committee has found two grants to apply for. The third that was being considered is too restrictive to fit with the Fine Arts needs. Adam reviewed the quarterly reports. Starr presented the preliminary town budget proposal.
- D. Fine Arts Committee:** There was no September meeting.
- E. Planning Committee:** The meeting for October 3 has been postponed to October 10th at which time the progress matrix will be discussed to consider progress and next steps.
- F. Technology Committee:** Nine or ten proposals have been received in response to the RFP. The committee will study them.
- G. Advocacy and liaison to national and regional library organizations:** September was a quieter month. There are two upcoming conferences that Howard may attend. The reports for the summer conferences are forthcoming.

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Department Reports: see reports.

Continuing Business:

Director's evaluation: Jenny is organizing the evaluation.

Pay for part time employees: The HR consultant's report is not yet available. Starr will update everyone at the November meeting to which the Town's HR staff member, Sally Nix, will be asked to attend.

New Business:

Community engagement and outreach: In response to topics discussed at the Trustees' conversation with Lara Keenan, State Library Consultant, ideas about regional resource sharing were discussed. Jane will look into the Keene library programs and trustees' meetings; she will report her findings in November.

Adjourn: At 6:06pm Connie moved and Leo seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary