

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 12, 2019**

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

Call to Order: Leo called the meeting to order at 4:45pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of October 8, 2019: Connie moved to accept the minutes; seconded by Jane. Passed.

Committee Reports:

- A. Friends of the Library:** Sirkka attended the October meeting. Jeanne talked about the Foundation Center. The fund raising letter has been revised and it has been sent to the printer for layout. Starr will provide the number of new adult library cards to help determine the number of letters to print for mailing which should happen before Thanksgiving. An online appeal will be made on giving Tuesday. The like new book sale will be held a little later than usual this year; donation are still being accepted. Jane will attend the November meeting.
- B. Building and Grounds Committee:** No meeting was held.
- C. Finance/Asset Development Committee:** No meeting was held. The main focus currently is the annual appeal.
- D. Fine Arts Committee:** There was no October meeting. The committee is still short of members, but a meeting will be held prior to the December trustees' meeting. Howard brought up the issue of purchasing the Terry Sylvester murals. The board would like a written proposal before discussing this further.
- E. Planning Committee:** See minutes. The progress matrix was revised. Starr will update matrix and have it available by the January trustees' meeting.
- F. Technology Committee:** See minutes. Of the original eleven responses to the RFP, the committee has narrowed the list to four which will be interviewed during two one-half day sessions which may be held before Thanksgiving.
- G. Advocacy and liaison to national and regional library organizations:** Howard submitted an article to the VLA newsletter highlighting three issues that were discussed at some of the summer meetings: collecting census data; ALA project 22-20 aimed at informing the 22 million new voters who will be eligible to vote for the first time in 2020; and climate change. Howard's reports of the summer meetings are still forthcoming.

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Department Reports: October was a very busy month at the library so Youth Services and Reference did not have time to write reports. In addition to the Director's report, there was a trespassing incident that resulted in a patron being denied access to the library. The increase to the postage line item of the budget to include the courier service has been updated, but the line item title may not be amendable. The amount will be correct and verbiage can be added to the Town Report to explain the increase.

Continuing Business:

Pay for part time employees: The Town's HR staff member, Sally Nix, was unable to attend the meeting. The HR consultant's report has been completed and is awaiting review by Town Manager, Peter Elwell. Peter intends to join Sally at a staff meeting to inform the part-time staff of the town's response to the information. Sally and Peter will be invited to attend the December trustees' meeting.

Community engagement and outreach: Jane requested better direction for pursuing this subject. Suggestions were made to visit trustees meetings in Keene and Greenfield to see what projects, events and programs those libraries may be working on for ideas and possible collaborations. For now she will explore their websites with the potential to attend meetings in the next few months.

New Business:

Permission for Director to attend ALA Midwinter:

Motion: Connie moved and Beth seconded that the Trustees support Starr's attendance at the ALA Midwinter conference in Philadelphia with funds up to \$1000.00 from BR-03. Passed

Change Meeting date for December: The December trustees' meeting will be held on December 17 instead of December 10.

Revise Circulation Policy: The first reading of the revised Circulation Policy will be presented at the December meeting.

Adjourn: At 6:05pm John moved and Beth seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary