

BROOKS MEMORIAL LIBRARY

Board of Trustees Regular Meeting

Tuesday--June 9, 2020 4:45 PM

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Minutes

Call to Order / 4:45 PM

Attending: Starr Latronica, Jane Southern, Karen Tyler, Sirkka Kauffman, Lindsay Bellville, Howard Burrows, Leo Schiff, Jenny Rowe, John Comar, Sarah Vincent-Hoag, John Woodward

Agenda/Changes or additions

Public Comments

none

Minutes of March 10, 2020 and May 12, 2020

Leo moved. Jane seconded

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Activities update

Update provided by John Komar.

Friends are considering best way to fundraise in environment without interpersonal contact (raffles, etc.), re-focusing on telephone contact with corporate sponsors. Difficult time to ask for money.

Leo asked if there is a short list of corporate sponsors being considered for solicitation. First Wednesdays likely not going to be selling point.

Idea of soliciting funding for magazine subscriptions.

Friends has 10k in bank.

June meeting on 17th is still happening

B. Finance/Asset Development Committee

Jenny explained that endowment is held in various Schwab accounts.

4% draw is customary.

Legacy funds have restrictions. Combined for easier management. Collectively hold around 38K.

Board Project funds is doorstep to endowment. Donations go first into Board Projects fund. Sometimes donations are parked to cover impending large expenses

Town pays expenses and is reimbursed by Library

Pike fund is actually Sanderson fund

Money market account has around 100K

Jenny: We need to do a vote about allocation from endowment for the fiscal year starting soon. Also, for new trustees, to go over in little bits how funds are organized and how we decide to spend money. In packets, color chart is a flow chart that shows what we do with money and where we keep it. Focus on the where we keep it part. Red square and Green are Schwab money market accounts held by Prentiss Smith. Big part is in endowment, only spending the interest. Endowment contains \$2,172,872, less than 2 percent smaller than in 2018 so we have not lost anything after stock market ups and downs. Separate small endowment accounts: 20,000 for fine arts for example. Calista money: 19K, can spend 4 percent or 800, whichever is smaller. Legacy funds are older funds with restrictions. Now combined, 4percent a year out of legacy funds which hold 38K Board project funds: if we get a donation it goes first into the Board Project Fund. Board needs to vote first on that. Whatever we vote on from that money goes into an endowment until ready to spend, when ready to spend it goes into Schwab fund. Then we write check to town to buy things. Need to vote today on spending plan.

Amounts are in the minutes of the Finance Committee meeting. Jenny asked for a motion on allocating the money. Jane: Moved. Leo seconded. All in favor of allocations detailed in finance committee All opposed none

C. Technology Committee—Leo Schiff, Chair

Leo updated:

The Tech committee did not meet this month.

Starr updated re: website project. Jeanne has been working diligently on updating content and making sure the important parts get updated, working with web developers (Zack) and putting together a new timeline. During COVID, we have been scrambling to do other things. Jeanne has been able to do a lot working remotely. A new timeline is coming soon, tech committee will find loose pieces. A stumbling block has been no pictures yet and the need to work with the photographer on how to get photos of community/patrons in the library. Talked to Khris Radder to see if we can use photos from the Reformer just to get started.

Jane: set aside money for photographer?

Starr: It was approved in March \$500 for a photographer, training for staff and a camera.

Leo: Tech committee will assist staff on this.

D. Advocacy and liaison to library organizations—Howard Burrows

Howard updated:

Starr will attend the virtual meeting for the ALA. Howard attended Swan lecture (on privacy). Shared on concerns about privacy issue ie: We want to be advocating this as a library. Will step up and provide Starr with info.

E. Department Reports: Director; Reference, Youth Services

Lindsay gave an update on the Children's Room. Because the CR will not be doing the regular summer reading program this summer, instead of trying to alter the usual program, they will be trying a different approach. The usual offering is craft table and in-person programming. This year the program will be called Summer Adventure. Each week will be a theme that is activity based. Week 1: Let's write, Week: 2: Let's grow, Let's create, let's Build, Let's draw, etc. Reading and doing activities for prizes will be the same but each week will be a take home craft or discovery station packet. An activity they can do at home that they don't need special supplies for and pictures of the completed activities will be posted on FB. Activities of interest found on line ie; cooking will be built into the program.

The summer meal program will be a bagged lunch and a breakfast. This year there will be van delivery at other sites so kids don't have to come to a site such as a library to eat a hot lunch as per Federal regulations in the past. This year, the Federal government is waiving rules. There will be bagged meals and the Fire stations will serve as distribution centers this year. The CR is asking people to sign up now and expects more kids this summer because schools have been delivering meals a lot this year! So they may be serving more than in the past. It will be very different. Lindsay clarified that the meal program is federally funded.

Director's report:

Starr added to her written report: Edible Brattleboro has planted peas that will form a nice archway on Library back walkway. People can pick them for eating or to save as seeds for planting next year.

CONTINUING BUSINESS

Discussion of phased resumption of services.

Starr: Has been in conversation with staff and town officials about opening. She touched base with Peter Elway recently. The town may not be opening municipal offices all summer, but recognizes that it's different than library. Starr shared from June 2020 issue of American Libraries that the most effective way to sanitize books is leave them to sit for two weeks. Patrons are happy with curbside. Rutland library has been open for a couple weeks and it's going ok. We have removed furniture from the library to regulate patrons congregating closely. We are keeping an eye on public health and Windham county doing ok. As of now, curbside is safest way to provide service. Starr has received feedback from patrons who need access to copier, printer, computer. Matt is arranging back up keyboards that will be swapped out and sanitized. There will be fewer computers available for use. Plexi-glass: Last one was delivered today and they are all set to go. There is a good supply of disposable masks and hand sanitizer for patrons.

Jane: Len Howard is town safety officer. Phase 3 has a date of June 15. That is the launch of home delivery date. Approves of and appreciates the plan.

Starr: Expressed gratitude for the support of VDL and staff input.

Thanks to Lindsay and John K, we will be doing home delivery. The library will be putting it on FB and newsletter.

Do we want to put tentative dates on phase 4. Do we want to wait till after July 4?

We need trustee volunteers when we start letting patrons in library. Target date could be first Monday in July. This will give us a chance to let public know expectations and limitations

Leo: This will be before our next trustee meeting. Do you need anything from trustees now?

Starr: Trustees to id that as a tentative target date so we can start making the plan available to public and send a copy to the state. We know this is the direction we want to go, with the understanding that there may be adjustments along the way.

Leo: Starr, will there need to be trustee input on this before next trustee meeting?

Starr: Is confident in the plan because of staff work and trustee input,

Lindsay: The summer lunch program starts June 22 and the CR has a plan to do it if library is still closed.

Jenny: Suggested approving plan with no specific dates, leaving dates to Starr's discretion.

Leo: Vote on approval of plan as is, have a meeting July

Motion to support the plan. All in favor for preliminary plan for opening the library, as in meeting packet. All in favor. Moved.

Starr: Revision/addition to the Behavior code: "Protocols for public health such as mandatory face coverings and hand sanitizing must be followed".

Jenny: re: Behavior code: make this the first reading and read again in July. Will put this on the agenda for next month.

Jane: Brought up the subject of weapons in the library: weapons are allowed but not appropriate

John: Firearms and the AED. Starr: We were advised by an attorney in the past that people can come into library carrying a weapon. (Vermont State law permits it).

Future of the Fine Arts Committee.

Finance committee discussed if they might absorb the fine arts committee because of fiduciary responsibility towards arts collection. Finance committee agreed it is not a good idea so are looking at their responsibility toward FA collection

Jenny: There are eight points in the Fine Arts committee policy. The first five are:

Security, disaster plan, inspection the pieces for conservation purposes, periodical inspection of records and periodical appraisal collection. After that we need a plan for displaying collection in order to benefit the community and periodically consider if we need to de-accession pieces. Maybe the library would have more space, money, time etc. if this was so. The FA committee can assess this. Also, the Committee might assess if library would like to buy, collect art. Finance committee's take was would we want to hire people to do this for us? Not sure of if we did, how would the library and community benefit? Is it a good use of money? The FA concerns are not a good fit with Finance Committee activities. Last suggestion was maybe we should look again at the policy and rethink.

Jane: Suggested an ad hoc committee. Supports hiring a consultant to appraise the collection and decide how to offload. Many pieces are in storage, nobody is seeing it. Lindsay: We don't have display spaces we used to have. Maybe reexamine collection to see if we even have the space to display the art. Might not be worth it to keep it.

Jane: Suggested a joint meeting with members of BMAC to brainstorm taking over some of our collection. It's a valuable collection and we have a responsibility for it.

Starr: Met with BMAC in the past and at this point they are not interested in the collection nor do they have space to store it

Howard: Jodi Shippee, Mara Williams at BMAC, etc. a few people want to get together to form task force.

Jane: Authority lies with trustees, must provide a structure to make decisions. Proposes an ad hoc committee. At the very least we should come up with a job description for this group and find someone to lead it.

Howard has names and contacts.

Jane: Have specific people assigned to specific tasks.

Leo: Asked Jenny if she could draft a charter of policy (she can do a short version) and she agreed.

Jane: Suggested spending money on a consultant. She will work with Jenny on the policy charter. And they will complete it for the July board meeting

Outreach committee

Leo: Do we want an outreach committee or how would we share outreach responsibility with/between Karen and Howard?

Jane: Have a couple paragraphs on what outreach would look like?

Karen: Howard and I haven't spoken since last meeting. don't have anything substantive to offer.

Jane: Wrote a letter to Greenfield. If there is interest in connecting with other libraries and discussing trustee issues with other groups what questions come up?

Howard: Can bring it up at VLA meeting

Leo: Re: outreach to other decent sized libraries, we have become more inner focused with pandemic, so idea has been tamped down a bit.

Leo: Maybe we carry on doing what we are already doing. It would be good for Karen and Howard to meet and talk about what Howard has been covering re outreach. They will do this before the next meeting. Karen will initiate contact on it.

NEW BUSINESS

The policy for unattended children will be temporarily amended. This is the first reading

Starr: Sent the draft doc out to the Trustees. Revised draft version:

CHILD SAFETY POLICY Brooks Memorial Library The Brooks Memorial Library strives to provide a welcoming atmosphere and a wide range of library services and resources to both children and adults. The library staff does not accept responsibility for the supervision or safety of children of any age in the building or on library property. We ask that parents and/or caregivers observe the following rules to ensure that all library patrons regardless of age have a safe and pleasant library experience: Children of all ages are subject to the rules as stated in the Brooks Memorial Library Behavior Code. Children who violate these rules will be subject to the appropriate action as stated in the library policy. Children 6 11 years of age and under must be in the immediate presence of a parent or other responsible caregiver. over the age of 12 at all times while inside the building or on library property. Parents and /or caregivers are responsible for the safety, supervision and conduct of their children while in the building or on library property (regardless of whether they accompany the child to the library). Arrangements must be made to pick up all children under age 16 before library closing time. Parents are responsible for notifying the librarian in charge if they are unavoidably delayed and unable to pick up their children by closing time. If a child is not picked up by closing time, the librarian in charge and one other staff member will attempt to call the child's parents then wait with the child at the rear door of the library until the parents arrive. Revised 6/2020

(Children 6 years of age or younger.. changed to 11. And strike the rest of that sentence. That would be a temporary measure for now when we don't want children to gather, to wear masks etc.

The second change will be permanent. If no one picked a child up, staff to walk to police department, strake this. If a child is not picked up by closing time, A librarian and extra staff member will wait with child at door for parent to pick up. Should we add if this becomes a recurring offence, steps will

be taken? Leave it to the discretion of the children's staff. Can speak to the director.)

Lindsay: This usually it isn't a problem. Parents are considerate and on time. We are lucky.

Have the staff wait with the child is fine. Starr: With cell phones, it's different than in the past when people were not so reachable.

Lindsay: With the age limit, if we are saying 12 and under need to be with a parent. 12 is going into 7th grade. Do we want to say 11 years old and under? 12 and over, can come unattended, 11 and under with a parent.

Starr will send to Sarah to include in minutes

Leo: Motioned to adjourn All in favor.6:23PM

Thank you!