

**BROOKS MEMORIAL LIBRARY Board of Trustees
Regular Meeting Tuesday, October 13, 2020
5:00 PM
Minutes**

Request from the Board President: Please notify Leo prior to the meeting if you are unable to attend.

Present: Leo Schiff, Jane Southworth, Sirkka Kauffman, Gabriel Sistare, Karen Tyler, Jennifer Rowe, John Woodward, Howard Burrows, Starr Latronica, Leslie Markey, Sarah Vincent-Hoag (recording secretary)

Call to Order / 5:05 PM – Leo

Agenda/Changes or additions - none

Public Comments - none

Minutes of September 8, 2020 – Jane moved to approve.

Sirkka seconded, All in favor. Karen abstained

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library • Activities update

Starr: Jenny and Joyce worked hard on getting the annual appeal letter out. And requested 200 extra copies to be mailed to prospective donors not on our mailing list.

B. Finance/Asset Development Committee—Jennifer Rowe, Chair • Treasurer's Report and Update

Annual appeal is out.

Need a small addition to the policy on bookkeeping

All steady (look at the packet sent out)

C. Technology Committee—Leo Schiff, Chair • Update

Starr: MRW contractors update: Zack has emailed and still

working on requests for fixing things. Next step is training staff on maintaining the website. Staff will provide info on when to meet: end of this month or beginning of next month. The training will be virtual so it will be recorded. Involved staff can review revisions, will leave some changes for them to practice making changes. The site will be ready sometime this fall. Starr will keep the Board in the loop.

D. Advocacy and liaison to library organizations—Howard Burrows • Update

Compassionate Brattleboro bestowed an award of recognition for library staff

Compassionate New England meets tonight. CREW group and staff from Amherst library are working on climate issues through libraries.

VLA – Videos posted online

NELA – Report: Howard will send

E. Department Reports: Director; Reference, Youth Services

Karen: Thanks for all the good work

Leo: Excited to see the circulation figures are still going up. (currently at 69%)

CONTINUING BUSINESS

• Discussion of phased resumption of services.

Starr: Staff is doing a wonderful job. The town manager, Peter Elwell, is opposed to opening more (access and hours) this fall until we know the trajectory of health in the community.

Member of the community safety committee may use the library to get internet access to meeting Monday nights from 6 – 8. Courtney or Starr will be present in library

Jane: Staff is amazing

Howard: concerned about if there is a coordinated response to a COVID event at the library. Starr: Department heads are working on a plan if we need to shut down or reduce to curbside service. Considerations of what people would need to be able to work during a shutdown.

Leo: Question, discussion and suggestions about contact tracing. i.e: What day were they here, their whereabouts in the library, a plan to notify Starr and staff etc. Starr will check in about this subject with the Health Department

John: Question about how the summer day camp went. Starr: Program didn't happen because of insufficient enrollment

Howard: Expressed concerns about the safety of in-person Board meetings and asked if we had all taken our temperatures. (Except for library staff, we hadn't). Leo: In future meetings, do we agree to take our own temperatures with thermometer provided at circ. desk? All agreed.

- Zoom accounts for public use.

Starr: 171 people signed up for 1st Wednesday (“Why we Act.”), 80 plus tuned in. In response, business license was increased to accommodate 500 participants. Starr will send out the recording when it is available.

Starr informed Nick Biddle from the Democracy Forum that this service is now available. Leo: suggested to try one more small group before the next Board meeting

- Policies update and strategic plan extension for discussion in October.

A lengthy discussion about various aspects of putting together the next strategic plan.

Starr: attended a webinar on assessing the needs of the community and will send out to the Board.

Jane: Suggested adopting the existing plan as a basis to starting to develop the new one.

There was a discussion about the timing of the strategic plan.
Leo: Would the minutes of the plan committee (web archived from last time) be a good place to look?

Jane: will create an outline of what they did for the last plan for the next Board meeting. She stressed that library plans are uniquely different from other municipal plans re: the process of seeking information. Library plans have had strategic outreach and action steps.

Leo: Suggested spending time at the next Board meeting to understand the process and to see what is involved. By the December meeting, Board members can decide if they want to be part of the process.

NEW BUSINESS

- **DAR records storage.**

Letter from Carolyn Handy.

Jenny: we had a policy that settled this issue, the library can't hold records that are not accessible to the public. Starr: The library agreed to hold records for an extra 2 years. DAR took some items away and the rest are in a locked cabinet in the microfilm area. There are still some files that are open to the public that have been moved to one of our filing cabinets in the Local History Room.

Leo: Anyone want to speak on behalf of keeping the files?
(none did)

Jane: Any objection to Leo writing to Carolyn Handy on behalf of the Board requesting that the DAR remove the files with a three-month deadline? (none) Jenny: There is no resolution needed on this.

- **Request to waive out of area fee for cards in COVID care packages.**

Starr: United Way has grant money for local

organizations to help people who have been negatively impacted by COVID. The library will partner to create care packages including information and needed items such as thermometers. The question put to the Board was: Can we put 6-month library cards (some of which will cost \$32 for out of towners) in the packages.

Leslie: Ask UW if they will fund the cards.

A lengthy discussion about how to fund the cards between the Board, the town and UW.

Jenny: Proposed a vote on authorizing the Board to spend the money if it becomes necessary and put a closing date on the authorization so the money can be held in case it is needed. Would we authorize up to \$3200 in the next five months. If decision needs to be made before the next board meeting Nov 10. On Board expense for COVID care package, Board authorized the Finance Committee to make the decision. Jenny moved.

Karen seconded. All in favor.

- Subsidize Design-A-Plate fee.

Starr described DAP program and commended the CR for doing a wonderful job pulling it together.

This year we want to be inclusive to all, so would like to institute a sliding scale, pay what you can option.

Jane: suggested that some people can contribute more than the \$6 cost. The deadline is October 20 and the intent is to publicize this a lot this week. Starr is planning to do a press release. Jenny suggested the Board can allocate \$1000 to subsidize DAP costs. Leo moved to authorize up to \$1000 for DAP. Karen seconded. All in favor, none opposed.

6:30 Motion to adjourn – Leo. Jane and Jenny seconded. All in favor.