

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 10, 2020 5:00 PM

Minutes

Present: Leo Schiff, Jennifer Rowe, Howard Burrows, Karen Tyler, John Woodward, Gabriel Sistare, Jane Southworth, Sirkka Kauffman, John Komar (BML Friend), Starr Latronica, Jeanne Walsh (Reference Librarian), Sarah Vincent-Hoag (recording secretary)

Absent: Beth Ruane

Leo: Call to Order / 5:00 PM

Agenda/Changes or additions - none

Public Comments -none

Minutes of October 13, 2020 – Jane moved to approve, all in favor

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library – John Komar

- Activities update

Annual appeal is receiving ongoing donations to date about \$3000. Corporate contributions/sponsorship support, ongoing contributions to date \$2100, expecting more. All monies are going into “one pot”.

Giving Tuesday (an online fundraiser through Facebook), John is looking at it to make sure it is effective.

Chamber of Commerce window display for businesses – John is seeking to partner with a sponsor that supports the library and community. Friends will do the work on it and it will likely result in financial sponsorship/donation

B. Finance/Asset Development Committee—Jennifer Rowe, Chair

- Treasurer’s Report and Update

-Quarterly report: Investments up 3% overall, everything is doing fine.

With regard to the Project Funds account (See minutes addendum from BML Finance Committee meeting, Tuesday, November 3), suggested change:

“From December 2020, each such donation or bequest will be held in a subaccount of the Project Fund Account and will be accounted for separately”

Discussion and agreement (thumbs up from everyone) that this is the policy we want to use. Second reading will be conducted at the December meeting.

C. Technology Committee—Leo Schiff, Chair

- Update

MRW has continued to work on the library website and respond to feedback.

Starr: Update on training sessions with library staff who now have the ability to go in and change content etc. Starr is very happy with the results

Jeanne: Has done a little editing, Matt and Jeanne had an administration raining to create users/editors etc. for basic maintenance. They hope to launch the website this month. Jeanne will send the Board the link to the new website.

D. Buildings and Grounds – Gabriel Sistare

- Update

Virus and air filters have been placed air handling system. The library is confirmed for winter use. Ongoing HVAC issue: Control Technologies have been here to adjust the system. Prune or remove the yew bush in front of the library? Jane suggested a committee to come to a resolution and bring it to the Board. Gabriel will include 1 – 2 photos of the yew bush for the board meeting next month.

E. Advocacy and liaison to library organizations—Howard Burrows

- Update

There has been a lot of remotely done activity.

NELA: This Thursday, the keynote speaker from Library Freedom will present re: privacy issues for patrons

ARSL meeting. Starr: 2 staff members applied for and received grants to attend.

Braver Angels: Planning meeting for the NE chapter is tonight. Compassionate Brattleboro is offering a kid's kit from Orleans library with materials to add multiple skin colors to coloring figures.

This is available to the library

ALA midwinter meeting: Sign ups available now. Tuition less expensive for Trustees and \$130 for staff.

The marble pedestal has been repaired and funnily enough, this isn't the first time it's been broken. Howard added at the end that there will be an expected spike in COVID and said the library should not be afraid to shut down

F. Department Reports: Director; Reference, Youth Services

Director:

Stats: we have picked up a lot in circulation, especially the Children's Room because of school groups coming in and teachers who have reduced access to their libraries coming in for books.

Jeanne has been busy with reference services.

The library has been very busy with the courier system (now 4x a week delivery and pick up)

Today the entry/exit doors on the main level have been reversed back to normal – because of the cold coming in the open back door and a second Chipmunk Incident. We now have a have-ahheart trap at the library.

CONTINUING BUSINESS

Discussion of phased resumption of services.

From the Town department heads meeting: Peter Elwell is cautious about keeping public spaces open (e.g.: The Gibson Aiken Center)

Asked to work out staffing to have as little overlap as possible and has been making preparations on how to scale back or shut down the library if there is another government order

The town now has a telecommute policy and checklist for work from home

The library will not be expanding open hours at this time

Staff is very cautious/nervous especially those at risk

If a town employee goes out of town/state for an extended period, they should expect to quarantine for 2 weeks or 1 week plus COVID test.

Question about closing down the library for the two weeks following Thanksgiving to mitigate risk of infections during busy social time. This would mean the library is closed to all except curbside (with staff working remotely and to facilitate curbside)

Starr will be keeping an eye on the COVID numbers. This is a contingency plan, but she will be keeping everyone informed.

Leo: We don't need to make a motion on this because Starr has been given discretion by way of the continuing operation plan. Starr will inform Peter and the supervisors of this.

Zoom accounts for public use.

First Wednesday event for November has been postponed.

Reciprocal borrowing

During the annual Catamount Libraries meeting, Starr floated the idea and some libraries were open to allowing patrons to borrow from other consortium libraries. Starr is working on it.

NEW BUSINESS

Revise Endowment Policy to govern interest earned on Board Projects subaccounts.

First reading occurred during Finance Committee report

Discuss preliminary process of preparing for new strategic plan.

Leo: Impressed with Jane's document. Feels it will be very useful to new strategic plan.

Jane: Suggested forming a subcommittee to do the work on this after Xmas, and report to the board by March 1.

Leo: Asked board members to email him by the beginning of December if interested in serving on the strategic planning committee for the next year and a half or so, an important task for board members so looking for willing and enthusiastic participants

Jane: There are helpful participants from the community- other Board members can drop in and contribute too (staff, Friends, public, etc.) can contribute as well.

Leo: will schedule a meeting in January

Leo: Asked about a response from the Health department re: library plan in case of infection

Starr: Regarding contact tracing, if someone testing positive for COVID has been in the library for over 15 minutes, the library leadership and the town is to be notified. If someone is a close contact with someone testing positive, not as urgent an issue.

Leo: Motion to adjourn 6:13PM. Jenny seconded, All in favor.

Thank you.