

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, December 8, 2020 4:45 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, Lindsay Bellville (Children's Room Librarian), Sarah Vincent-Hoag (notes)

Absent: Beth Ruane

Call to Order / Leo: 4:53PM

Agenda/Changes or additions

1. Under Phased Reopening, Starr would like to discuss staff recognition
2. Under New Business, Leo would like to discuss meeting time

Public Comments - none

Minutes of November 10, 2020 – Jane motioned to approve, Jenny seconded, all approved

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

**A. Friends of the Library**

- Activities update

Starr: Reporting on behalf of John and Joyce, annual appeal topped 7K and corporate giving is 2K. Several checks came in today as well. Leo encouraged Board members to contribute. Jane was wondering if someone is keeping track of and responding to donors of large amounts. Starr: Yes.

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

- Treasurer's Report and Update

The Finance committee is getting ready for evaluation meeting with Prentiss Smith. The details are in the minutes. With regard to benchmarks, Library's endowment has generated a 24.5 % return, not as much as Standard and Poor, but the library has less in stock and S&P is a reflection of big companies. In the FC meeting Paul suggested talking to Prentiss about increasing stock investment. A question for PS during the evaluation meeting would be do we want to increase stock?

Leo: A past annual meeting with Prentiss had been missed, so keeping better in touch with the investment manager would be a good idea. If other board members would like to attend the January Finance meeting, please feel free to do so.

**C. Technology Committee—Leo Schiff, Chair**

Starr: Is hoping to get the new website on line before the end of the year. Jeanne is working on it from home. There was a staff training session (recorded) on how to edit the website. Matt and Jeanne took admin training and will train others on staff.

Matt has set up pilots for public use of zoom. A paid zoom account allows for more participants, longer meeting times and more governance of the meeting.

The library is offering printing, scanning and faxing as a curbside service

**D. Buildings and Grounds—Gabriel Sistare**

Gabriel: No photo of the yew bush, but will make sure he brings it for the next meeting.

The town feasibility study will eventually "spill over" into the library B&G (wrt possible shared

heating). Gabriel shared a link to this info on the GoToMeeting chat field.

Starr: The friends purchased solar white lights, but they stopped working after an hour, so the company is sending replacement batteries.

#### E. Advocacy and liaison to library organizations—Howard Burrows

Howard: ALA Midwinter meeting, Jessamin (?) West is a liaison and will help anyone who wants to attend. Leo: There is money available for board members tuition.

Karen and Leo are attending Vermont Libraries webinar re: housing and homelessness. Starr will send the link.

Karen has signed up for webinars on human services. For the upcoming Windham libraries meeting, Starr will ask to put reciprocal borrowing on the agenda.

#### F. Department Reports: Director; Reference, Youth Services

##### Children's room

Lindsay: For Design a Plate, 369 items were made (the most ever!) Most have been picked up and the remainder are downstairs with curbside. In past years, volunteers usually sort and match the plates to papers, but Chloe and Lindsay did all of it this year (10 hours labor). The CR is continuing with craft bags, they offered Thanksgiving activity bags and are working on holiday bags. Only one staff member is in the CR at a time, so there is a lot for that one person to do.

Emptying the blue book drop bin has been problematic in the rain. Later in the meeting Jenny suggested creating some sort of a shelter for the book drop to make emptying it less problematic during rain and snow.

##### Reference

Jeanne has been helping people with navigating digital resources, finding reading materials and special reference requests (e.g.: first aid for seniors).

Jane: Expressed that she and the Board have extreme appreciation for everything the staff has been doing during this stressful time.

##### Director's report

Jane: would like to see what the library has been doing for the community to be funneled to the Commons or the Reformer.

Starr: It's been a huge ordeal now to get new patrons a library card, in addition to all the other complex and more time consuming tasks staff provide to serve patrons remotely and via curbside.

Scanning, printing and copying: Courtney has put together a handout with instructions that will be put into books for patrons and used as an instruction sheet for staff. Starr: we will see how it goes.

Leo asked if the SP and C can be a pilot and not offered indefinitely through the pandemic. Suggested since some libraries are using volunteers, maybe we could do same for this function. Starr: The majority of our volunteers are older and in a high-risk category; in the phased reopening plan, bringing back volunteers is in the last phase. Peter E supports having as few people on the premises as possible.

#### **CONTINUING BUSINESS**

##### Update on current services/staffing

Starr: Staff has gone above and beyond for 8 months. Would like to offer something to show appreciation. Last year, part time employees got pay adjustments, but full time did not. Some staff members are really struggling right now. Jane suggested that Jenny, Starr and Leo put something together. John: offered to be a go-between for coop or other discounts for staff. Jenny: There is

money available in Board approved projects - if a bonus is offered to make sure it is a gift and not salary. Starr will check on this with Peter and town.

Jenny, Starr and Leo will bring a plan for this to the Board meeting in January.

Zoom accounts for public use This was covered earlier in the meeting

Second reading of Endowment Policy revision to govern interest earned on Board Projects subaccounts

A vote was taken on:

“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”.

Jane moved. Leo seconded. All were in favor, none opposed, none abstained.

Further discussion of process of preparing for new strategic plan

Jane suggested a meeting of all staff and trustees to analyze what’s going well and what needs upgrading etc. possibly to be facilitated by Lara Keenan. Lara’s praises were sung.

Jane explained the SOAR process. Leo suggested that this meeting happen in January.

Leo and Jane will work together to come up with a “scoping” meeting for January.

Starr: United way has invited people to join community input meeting and she has signed up for Jan 7 meeting.

Sue Fillion, the town planner, has offered to attend the meeting and offer her perspective and expertise as a planner. She has also offered to share her subscription to Survey Monkey, an electronic platform for gathering community input.

Also will ask Lara for library plans. Starr mentioned a book recommended by Lara: Richard Harwood’s “Stepping Forward”.

## **NEW BUSINESS**

Board members for 2021: Sirkka; Leo and Gabriel are eligible for reappointment.

All three would like to stay on.

Meeting time Leo: There was a question whether to move the meeting later in the evening to accommodate Beth who has small children. Leo will ask Beth between now and next meeting if a later time would allow her to participate in the Board meeting and what time would work for her. He will bring this to the next Board meeting.

Grant opportunities: ALA community engagement, local public art opportunities

Starr has sent out links to two grants. The public art opportunity grant needs to be applied for directly by the artist. There was an idea to paint the undersides of the library stairs.

ALA community engagement grant: First round deadline has passed. Starr suggested we may be able to use \$ from the is grant (up to 3K) to hire a facilitator for planning. The second round deadline is unknown. The planning Planning group can discuss how this might be used.

Leo: Motion to adjourn, 6:17PM: Jane moved, Jenny seconded.

Thank you