

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of June 14, 2012**

Present: The following Trustees were present: Pam Becker, Stephen Frankel, Wayne Licwov, Tom Murray, Elizabeth Tannenbaum, Ken Vitale, and Elizabeth Wohl. Also present were library director, Jerry Carbone, and Resource Librarian, Jeanne Walsh. Dawn Pollard, recording secretary, was not present, but transcribed the minutes via digital recording.

1. Call to Order:

Elizabeth T. called the meeting to order. Jerry requested that an Executive Session be added to the agenda; the meeting then went into Executive Session.

Jerry reported that he had recently been served a subpoena for the disclosure of library records on a patron. The town attorney filed a motion to quash, which resulted in the State's Attorney's Office filing a motion to compel. The Trustees then reviewed and discussed the library's confidentiality and record retention policy already on file. Jerry indicated that the patron in question could consent to the disclosure of his library records, and if consent is not given, the matter will be decided by a court ruling. For now, the town attorney is handling the matter; Jerry will keep the Trustees informed.

Executive Session then ended and the meeting resumed.

2. Minutes of May 8, 2012 Meeting:

Upon motion duly made and seconded, the minutes were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Stephen presented the Treasurer's Report for May, noting a reduction in the portfolio balance due to a decline in the market.

Jerry then presented a draft of the FY2013 Investment Budget. On the recommendation of the Asset Development Committee, and upon motion duly made and seconded, the Trustees voted to approve the Investment Budget as presented.

Elizabeth W. then presented three options being proposed by the Asset Development Committee regarding the non-resident fees for FY 2013. The Trustees then discussed the options, which had also been considered by the staff. Upon motion duly made and seconded, the Trustees voted to increase the annual fee for a non-resident card to \$58, and to offer a six-month non-resident card for \$30, effective September 1, 2012, and further voted to offer a two-year card at a discounted rate of \$100, again effective September 1, 2012.

The Trustees also discussed the fee should a patron want an extra card. Upon motion duly made and seconded, the Trustees voted to charge \$5 per year for an extra card, and if a patron held a two-year non-resident card and wanted an extra one, the fee would be \$10.

2. Fine Arts/Building and Grounds Committee:

Ken reviewed the minutes of the June 6, 2012 meeting, highlighting the showing of a documentary on the All Souls Church. The Trustees also discussed improving security for some of the artwork in the building.

The Trustees then discussed the creation of a smoke-free zone in the vicinity of the entrance doors and reviewed the library's Behavior Code which states "smoking, alcohol and illegal drugs are not permitted on Library property." Upon motion duly made and seconded, the Trustees voted to authorize Jerry to implement a smoke-free zone in the area of both entrance doors, including removing all butt containers from the upstairs (children's library) entrance, relocating a butt container further away from the front entrance (where smoking will be allowed), and installing "smoke-free zone" signage at both the front and upstairs entrances.

3. Technology Committee:

Jerry then updated the Trustees on the Catamount Library Network, including the need to revise collection codes, circulation periods, and loan and fine rules so as to harmonize all systems into one. Jerry will continue with these revisions throughout the summer.

Jerry also reported the continued work on the Vermont FiberConnect project. Sovernet has already been in the area laying conduit.

Jerry then reported that Brooks Memorial Library has been chosen by the Vermont Department of Libraries as a site to place videoconferencing equipment. A grant was applied for, and approved by the Selectboard, which will provide for the equipment, installation and training of staff.

4. Friends of the Library:

Wayne's report included –

- The annual cost for First Wednesday lectures is \$2,900; \$400 is received from the State, the Friends cover the remaining cost.
- An advertisement has been placed for an on-call circulation desk clerk.
- A fundraiser at the American Legion is being planned for September 7th.

5. Planning Committee:

Pam reported on behalf of the Strategic Planning Committee indicating that drafting of the “Plan” is in its final stages. The Committee is recommending that the Strategic Planning Committee continue as an ongoing committee and requested a special meeting of the Trustees for Tuesday, August 14th to review and approve the Plan. The Trustees agreed to meet on August 14th, at 5:00 PM, for this purpose. Members of the community forums will also be invited to the meeting.

4. New Business:

A. Website Redesign Vendor Selection:

Jeanne then updated the Trustees on the web site redesign and presented proposals from two local designers. After discussion, and upon motion duly made and seconded, the Trustees voted to accept the proposal from Barbara Ackemann, of Iris Lines Designs, to redesign the Library's website, and, further, that funds from the Wojtowitz Fund be used for the cost.

B. Gifts, Donations, Grants Received:

Schwab Trades: Bought – NVIDIA 380 @ \$13.1875 (\$7,692.12); Sold – Itron Corp., 90 @ \$34.3653 (\$3,092.88); ABB LTD ADR 490 @ \$15.6982 AJ01 (Al Jerard Fund) \$100.00; CR01 (Hollis Carlisle Fund) \$50.00.

C. Library director; Reference Librarian reports; Children's Room Programs' Report; Library Statistics/Questions:

See attached reports.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:50.

Prepared by Dawn Pollard, recording secretary