

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

Present: The following Trustees were present at the Special Meeting called for August 14, 2012: Pam Becker, Stephen Frankel, Adam Franklin-Lyons, Wayne Licwov, Tom Murray, Jane Southworth, Elizabeth Tannenbaum, Ken Vitale, and Elizabeth Wohl. Also present were library director, Jerry Carbone; Dawn Pollard, recording secretary; Ann McCloskey, Strategic Planning Committee citizen representative; and members of the public, Marshall and Veronica Wheelock.

1. Call to Order:

Elizabeth T. called the meeting to order at 5:00 PM, and inquired as to changes or additions to the agenda. Jerry requested that a discussion of the upcoming volunteer appreciation party and a fundraiser being planned by the Friends of the Library be added.

2. Minutes of June 14, 2012 Meeting:

A correction was made to the minutes to include the names of Trustees not in attendance at the meeting: Adam Franklin-Lyons and Jane Southworth. Upon motion duly made and seconded, the minutes were approved as amended.

3. Planning Committee:

Elizabeth W. then reported on the process by which the Strategic Planning Committee utilized in creating the Plan 2012-2016: Making Connections in Person and Online. She explained that the committee had met on several occasions during the past year after receiving guidance from the state librarian. The committee held two community forums, conducted surveys, and participated in a staff retreat. Using the data and information received, the committee identified five "service priorities" which will guide the actions of the Trustees and staff for the next five years. Elizabeth W. noted that capital projects were not included in the plan as these are town expenditures and are included in the library's annual budget. The five service priorities include:

- I. Support Young Readers From Early Literacy On
- II. Satisfy the Curiosity of Library Users Through Life-Long Learning
- III. Connect to the Online World and Help Library Users Find, Evaluate, and Use Information
- IV. Stimulate the Imagination of Library Users Via Resources for Reading, Viewing, and Listening
- V. Provide Access to Welcoming Physical and Virtual Spaces for Library Users

The committee has agreed to meet twice yearly to review progress being made on the plan and to re-evaluate and adjust if necessary. Elizabeth W. then invited questions or comments:

Wayne Licwov: With regard to serving the teens and young adults, would it be possible to create a teen advisory board that could work directly with the Trustees? Pam Becker responded that initially a teen board would assist with acquisitions and then gradually expand the board's role consistent with the plan.

Tom Murray: Has any thought been given to integrating school libraries and Brooks, with the school libraries serving as branches? Jerry responded that the first step would be to sit down with the schools and discuss the possibilities, recognizing that state regulations would need to be followed. He also indicated that electronic links and a state-wide network could accomplish many of the same results.

Adam Franklin-Lyons: Could BUHS act as a remote service point? Elizabeth W. indicated that the existing

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planning committee, or an ad hoc committee, could explore these ideas further.

Adam Franklin-Lyons: Do titles from the “Beginning to Read” sections in the Children’s Room get checked?
Elizabeth W. responded that the need to add selections to this area has been identified by the Children’s Librarian.

Adam Franklin-Lyons: Rather than spending money to increase non-print acquisitions, could a volunteer read and record a book? Jerry replied that in most cases this would be a copyright violation, but it would be interesting to get permission from local authors and start recording local content.

Veronica Wheelock: As a volunteer, she often receives the suggestion from patrons that more DVD’s are needed. Jerry acknowledged this, but indicated that theft is a real problem in this area. Tom Murray asked if donations of DVD’s could be received from the public, to which Jerry replied that too many damaged donations would come in and it would not be cost effective to take the time to inspect everything and then catalog it.

Adam Franklin-Lyons: With regard to increasing the number of hours that the library is open, is it possible to only have part of the library open at certain times, i.e., the meeting room? Jerry replied that blocking access to closed parts of the building is a security problem; the building is not suitable to closing off one level from another.

Wayne Licwov - Could the Meeting Room be open later in the evening? Jerry replied that was a possibility, but a staff person would still need to be present, which presents budget problems. Jane Southworth suggested that a Trustee be present at next year’s budget sessions with the town.

Elizabeth T. requested that Veronica Wheelock, as a library volunteer, invite comments from other volunteers and patrons and to stay in touch with the Trustees.

Upon motion duly made and seconded, the Plan 2012-2016: Making Connections In Person and Online was unanimously adopted by the Trustees, allowing for formatting and/or punctuation corrections and changes

4. Other Business:

Jerry then announced a Friends of the Library fundraiser - Jackie Davidson and Gary Brandt “Singing the Good Old Songs Again...” and distributed tickets for the Trustees to sell. The concert will take place at the American Legion on September 7; the Friends will let the Trustees know what assistance they may need.

Jerry also discussed the Volunteer Appreciation Picnic to be held later this week; the Trustees are being asked to bring appetizers.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:25.

Prepared by Dawn Pollard, recording secretary