

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of October 9, 2012**

Present: The following Trustees were present: 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, Technical Librarian, Leslie Markey, and Recording Secretary, Dawn Pollard.

1. Call to Order:

Elizabeth T. called the meeting to order at 4:50.

1A. Agenda / Changes or additions:

Two additions were made to the agenda regarding 1) Literary Festival, and 2) a request from the Fine Arts Committee.

2. Minutes of September 11, 2012 Meeting:

Two corrections were made to the September 11th minutes. Under Old Business, Committee Reports, Fine Arts/Building and Grounds Committee, a correction was made referring to the library's 160th anniversary celebration; the minutes should read the library's 130th anniversary celebration. The second correction was in the Technology Committee report where the words "or more" were added after \$200, so that the sentence should read: Upon motion duly made and seconded, the Trustees authorized Jerry to purge all patron records on which there has been no activity since June 30, 2009, with the proviso that a print-out be kept of patron records owing \$200 or more.

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

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Stephen presented the Treasurer's Report for September noting a gain in the market value. He also noted that cash had been moved into Treasury Bills bringing the cash allocation down to 15%. The Trustees requested that Stephen communicate with Prentiss Smith concerning investment of the cash holdings.

The Trustees then discussed and gave BR4: Endowment and Gift Funds Policy its first reading. Adam briefly reported that the changes made to this policy included tidying up the language and clarifying the percentage allocations of the respective funds. The Trustees will give this policy a second reading and vote on its adoption at their November meeting.

Jerry then spoke about the upcoming "Managing the Municipal Budget" seminar sponsored by the Vermont Leagues of Cities and Towns to be held on October 10th in Montpelier.

2. Fine Arts/Building and Grounds Committee:

Ken reported on behalf of the Fine Arts Committee, highlighting:

- Jessica Baylis scrapbooks will be on exhibit in the 2nd floor cases in November or December.
- Revisions need to be made to the self-guided brochure and rack cards which Ken and Elizabeth T. will complete on Thursday of this week. The committee requested assistance in distributing the brochures in time for the Literary Festival and fall foliage tourists.
- A fine arts lecture will be scheduled in January with Richard Michelman discussing the Loud Collection.
- Displays and exhibits have been scheduled through December.

Pam then discussed the process of reviewing space use identified as one of the tasks in the strategic plan, and indicated the committee will review a report prepared by Jay Lucker, a library consultant who came to Brooks in 1997. The committee will complete a walk-through of the building while comparing the tasks outlined in the plan.

3. Technology Committee:

Jerry then updated the Trustees on the Catamount Library Network, indicating that migration costs and training were being discussed. Brooks will be the first to migrate and that process will begin in February, taking about four months to complete. The remaining libraries will begin their migration process, staggered at one-month intervals. All should be complete and running live by November.

Jerry announced that the Selectboard had approved a social software policy at its meeting on October 2nd, but indicated he had not yet seen it. Jerry will get a copy of the policy and distribute it to the Technology Committee for its review and recommendations.

With regard to the Vermont FiberConnect project, Sovernet has recently visited the building to determine the location of the cable. In another matter, CVPS/GMP has again requested a shutdown to enable installation of a new pole. The shutdown request was for this coming Sunday, which Jerry rejected due to Literary Festival activities. The new shutdown date is Sunday, October 21st, depending on the weather.

A meeting has been scheduled for later in the week regarding videoconferencing in Vermont Public Libraries.

4. Friends of the Library:

Wayne reported on recent Friends activities, including discussion of a social media policy, successful owls program which attracted over 170 people, distribution of information at the BUHS open house, Literary Festival events, potential musical event, book sale the first weekend in December, First Wednesday sponsorships, and the honoring of a retired board member.

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5. Librarian Evaluation Committee:

Elizabeth T. reported that the evaluation of the library director had been completed and filed with the Town Manager prior to its deadline. The committee has also made the decision that all evaluation materials will be kept in a file to be held by the President of the Trustees, which file will be passed on when a new President is elected.

6. Strategic Plan Progress:

Pam reported that a status update meeting will be scheduled in November, and also reported on her recent participation at the BUHS Open House. Pam spoke to many students and parents at the Open House and distributed information on available library resources, including SAT prep tests. She has also arranged to have an article in the school's newsletter about library services. The Trustees agreed that specific services need to be highlighted to different groups and discussed various ways in which to accomplish this. Adam volunteered to put together some short video tutorials for the website.

B. Review and Follow-up of Selectboard/Trustees Meeting of 09/18/12:

Jerry indicated a successful meeting with the Selectboard, which both Elizabeth T. and Elizabeth W. attended.

C. FY 2014 Budget Request:

Jerry discussed the proposed FY 2014 budget submitted to the town's finance director, indicating it represented a .25% increase over the current year's budget. The proposed budget also includes restoration of hours during the academic school year, which was made possible by the anticipated reduction in maintenance costs after the Catamount Library Network migration. After reviewing budgeted capital projects, and upon motion duly made and seconded, the Trustees approved the proposed FY 2014 budget as presented.

4. New Business:

A. Sections of Library Policy for Review to Comply with DOL standards:

To comply with library meeting standards, the Trustees were asked to review certain policies to make sure they were up-to-date. These policies included bylaws concerning the library director, statement of purpose, library collection, mission statement, library service priorities, materials selection, weeding, and confidentiality of library records.

Jerry then brought to the Trustees' attention the fact that a vote taken last month regarding purging of records was in conflict with the library card retention policies. After some discussion, and upon motion duly made and seconded, the Trustees voted to keep a file for 10 fiscal years on patrons whose card expired between June 30, 2002 and June 30, 2009 and have items, or no items, and fines of \$5 or more.

B. Vermont Library Trustees Association Meeting, November 3, Randolph:

Jerry encouraged the Trustees to attend this meeting; Trustees will let him know if they can attend.

C. Gifts, Donations, Grants Received:

Schwab Trades: Bought – 240 INTEL @ \$22,6643 (\$5,454.43). Sold – none. SG01 \$216, refund for overpayment.

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

See attached reports. Jerry also asked for assistance with Literary Festival events this coming weekend.

5. Adjourn:

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

Prepared by Dawn Pollard, recording secretary