

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of November 13, 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, Resource Librarian, Jeanne Walsh, and Recording Secretary, Dawn Pollard.

1. Call to Order:

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

1A. Agenda / Changes or additions:

Jerry requested a discussion on the Leona Wojtowitz bequest be added to the Asset Development Committee report.

2. Minutes of October 9, 2012 Meeting:

Regarding progress on the Strategic Plan, Pam commented that in addition to herself, two staff members also attended the BUHS Open House; no actual correction was made to the minutes. 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 October noting a reduction in market value due, in part, to a payment of the advisor fee. Jerry reported that the \$4,875 quarterly distribution had been set up to occur automatically in the upcoming year.

Stephen also reported on his attendance at the "Managing the Municipal Budget" workshop, noting it was attended primarily by town managers and finance directors.

Jerry then announced that the final distribution of the Leona Wojtowitz bequest would be received in the near future, as would a small donation to the Jerard Remembrance Fund.

Adam then reviewed for the Trustees the revisions made to BR4: Endowment and Gift Funds Policy discussing the three accounts created for Board funds: 1) Unrestricted Endowment Funds; 2) Restricted Endowment Funds; and 3) Targeted Donor Funds.

Upon motion duly made and seconded, the Trustees voted to allocate 10% of the endowment value as of July 1, 2012 (\$488,194.08), or \$48,819.41, to the Restricted Endowment Fund, and, further, that that amount be separated in the following manner: 1) Loud Fund, consisting of \$16,281, to be maintained in a separate account, and 2) Brown, Frothingham, Jerard, and Wyatt Funds, consisting of the remaining balance of \$32,538.41, to also be maintained in a separate account containing those four restricted funds.

The Asset Development Committee will continue a discussion regarding the accumulated interest and dividends received by the Loud Fund.

2. Fine Arts/Building and Grounds Committee:

Ken reported that the Jessica Baylis scrapbooks will be on display in December and January and that the self-guided brochures needed additional work. He also reported that Richard Michelman has agreed to speak at a lecture on the Art Legacy of the Louds in early January.

After some discussion, the Trustees, on motion duly made and seconded, voted to invite the Public Arts Coordinator to all Fine Arts/Building and Grounds Committee meetings when the agenda pertained to the art collection or use of public art space at Brooks Memorial Library.

Lastly, the committee accepted, with regret, the resignation of Elizabeth Wohl from the committee.

Jerry reported that bid documents were released and advertised for the exterior door project, with bids due on Wednesday, November 14th. Jerry discussed the possibility of the work being postponed until spring due to the onset of cold, wintry weather, unless a heated "work envelope" could be created so as to complete the work during winter.

3. Technology Committee:

Jerry reported that the Technology Committee had reviewed the current library social software policy as well as the Town's newly-adopted social media policy and was recommending several changes to the library's policy, which resulted in a lengthy discussion. After reviewing the draft revisions and noting that questions posed back to the Town had not yet been answered, the Trustees decided to conduct a second reading of this policy in December.

Jerry then updated the Board on the Catamount Library Network, reporting that two Opensource systems were being considered. The committee is studying both systems very carefully to determine which will most efficiently and effectively achieve the three primary goals of the Network - 1) improved resource sharing; 2) lower annual costs for each library; and 3) implementation of a statewide shared integrated library system.

Jerry also reported on the Vermont FiberConnect project, noting that everything was still on schedule.

Lastly, Jerry reported that the State of Vermont would soon be purchasing videoconferencing equipment and that the Meeting Room policy may need to be revised to accommodate the use/rental of this new technology. The Technology Committee agreed to meet if necessary.

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4. Friends of the Library:

Wayne reported that the Jackie and Gary concert net was \$1,560, and that the Vermont Country Store had contributed \$500 for First Wednesday sponsorship. A filmed audio visual tour may be produced, and the Friends approved a \$150 donation to the Children's Room for its Holly Jolly Family Craft Time event. Wayne also announced the next book sale would be held on December 7-8; trustees are invited to help with set-up.

5. Strategic Plan Progress:

Pam reported that a meeting is scheduled for November 14th, and indicated that progress reports would be provided to the Trustees on an ongoing basis.

Pam will also be hosting a table at the Community Service Fair to be held at BUHS on November 15.

B. FY 2014 Budget Update:

Jerry reported that the Selectboard is reviewing and discussing the proposed FY 2014 budget, which is very high, resulting in difficult decisions needing to be made. Questions have already been asked regarding the library's potential use of endowment funds. Budget work is ongoing; Jerry will keep the Trustees updated.

4. New Business:

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

Jerry attended this meeting, together with Elizabeth T. and Mary Ide, Friend of Library. Sessions attended included open meeting law, library accounting, and new Trustees, at which Elizabeth T. was a panel member. It was noted that collections were moving from print to digital, and libraries were encouraged to review their use of space.

B. Orientations for Library Trustees:

An idea that came from attendance of the VLTA meeting, Elizabeth T. and Jerry presented the idea of the Trustees touring and learning about a new part of the library for a brief 10-15 minutes after each monthly meeting. They proposed a tour of the Children's Room at the conclusion of the December Trustees meeting, as Sandy King will be the staff person attending.

C. New England Library Association Report:

Jerry attended this meeting on October 15.

D. Gifts, Donations, Grants Received:

Schwab Trades: Bought – none. Sold – Google - 11 @ \$690.1004, \$7,591.10. CR01 - Hollis Carlisle, \$50.

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

See attached reports. Jerry also asked for assistance with December's First Wednesday event.

5. Adjourn:

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

Prepared by Dawn Pollard, recording secretary

Ken Vitale, Board Secretary