

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of December 11, 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, Children's Librarian, Sandy King, and Recording Secretary, Dawn Pollard.

**1. Call to Order:**

Elizabeth T. called the meeting to order at 4:45.

**1A. Tour of the Children's Library:**

Sandy led the Trustees on a brief tour of the Children's Library.

**1A. Agenda / Changes or additions:**

There were no changes or additions to the agenda, with the exception of a handout which will be distributed by Jerry.

**2. Minutes of November 13, 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 November noting a quarterly disbursement had been made, reducing the market value. Ken questioned whether the Trustees should review the three accounts created last month for Board funds. Although most of these funds are in cash, with little monthly change, Stephen agreed to summarize the activity in these accounts on his monthly Treasurer's Report. Jerry will discuss the reallocation of these funds with Prentiss Smith, and, if needed, will consult the Asset Development Company for guidance.

The Committee then distributed a draft planned giving brochure, explaining that a final version will be available for distribution at the January 9, 2013 lecture on the Loud Collection. The Trustees were encouraged to review the brochure and submit any recommended changes or additions to Jerry as soon as possible. Upon motion duly made and seconded, the Trustees voted to empower the Asset Development Committee to finalize the brochure in anticipation of its distribution on January 9, 2013.

Jerry then updated the Trustees on current budget talks with the Town of Brattleboro, indicating that the Selectboard has rejected his proposed budget whereby anticipated savings would be used to increase Saturday hours. Noting that the Town is struggling to recommend a balanced budget, Jerry urged the Trustees to attend the next upcoming budget work session; Jane agreed to be present. The Asset Development Committee will continue its efforts in finding the available funds needed to increase hours.

**2. Fine Arts/Building and Grounds Committee:**

Ken reported on behalf of the Fine Arts Committee as follows:

- Jessica Baylis scrapbooks will be on display in February, 2013.
- Work on the self-guided brochure and rack cards is ongoing.
- Richard Michelman will be the speaker at the January 9, 2013 Art Legacy of the Louds of Brattleboro; refreshments will be served.
- A photographic display and lecture on Peter Miller's photographs has been scheduled for

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BOARD OF TRUSTEES MEETING  
Minutes of December 11, 2012**

October, 2013.

- Casters will be attached to the art panel kiosk.

Jerry then reported that the NEH Grant was not received; there were over 300 applications and only 50 were funded. He will reapply in the spring when the grant opens again.

Sandy then reported on behalf of the Building and Grounds Committee saying that great ideas were generated at the recent walk-through of the library in search of how best to utilize library space. The Committee will continue its work on prioritizing changes and improvements needed to be made to keep up with demand, and encouraged the Trustees to review the list of ideas and forward comments to the Committee.

Jerry reported on the exterior door project, indicating that no bids were submitted. Jerry has been given approval to solicit proposals from qualified contractors, which he will do in the near future.

**3. Technology Committee:**

Jerry reported that the Kansas State Library (Koha) has been chosen as the open source system for the Catamount Library Network.

Jerry also reported that an analysis has been done on the library's network infrastructure and that cable installation for the Vermont FiberConnect will be a cost to the library; he is receiving quotes for the work.

There was no update on videoconferencing.

A vote on the Town's social software policy was tabled until January.

**4. Friends of the Library:**

Wayne reported as follows:

- World Book Night, a celebration of literacy, has been scheduled for April 23, 2013; volunteers will choose three titles from a list of 25-30 titles, and will be given various copies of one title for distribution to the public. The Library will be used as a distribution center.
- A fundraising event is being considered - Edgar Allen Poe character presentation.
- The Friends voted to approve the expenditure of \$1,000 to pay the annual fee on Recorded Books service that provides free streaming video access to a wide selection of indie films.
- Jerry reported that the December book sale (which is still ongoing as of this date) has raised over \$2,000 thus far.
- The Friends will continue discussing the Trivia Contest fundraiser; there is some thought to not hosting this event this year.

**5. Strategic Plan Progress:**

Pam reported that a status update meeting was held in November; the next one will be in April.

Pam also reported on the Community Service Fair recently held at BUHS; information was distributed to many students. She also reported on a poetry reading to be held at BAMS in April, and indicated that many opportunities for school/library/youth collaboration are being created.

**B. FY 2014 Budget Update:**

No further discussion.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of December 11, 2012**

**4. New Business:**

**A. Trustees with Expiring Terms:**

Elizabeth T. indicated that three Trustees will have expired terms; namely, Stephen, Jane and Pam. All three agreed to serve another term.

**B. Staff New Year Appreciation Party:**

The annual staff appreciation party will be held January 18, 2013, beginning at 8:30 AM. The Trustees will serve breakfast to the staff and volunteers; Elizabeth T. will coordinate.

**C. Review of Annual Public Library Report FY 2012:**

Jerry reviewed the annual public report with the Trustees.

**D. Gifts, Donations, Grants Received:**

Schwab Trades: Bought – Sapiient Corp., 600 @ \$11.507, \$6,900.42; Wells Fargo, 20 @ \$33.2241, \$7,973.78; PNC Finl, 250 @ \$55.9658, \$14,006.45. Sold – None.

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

See attached reports. Sandy brought to the Trustees' attention the fact that Assistant Children's Librarian, Lindsay Bellville, had recently received her Master of Library Science Degree. The Trustees also discussed a recent news article which Jerry distributed regarding library layoffs at the St. Johnsbury Athenaeum.

**5. Adjourn:**

Upon motion duly made and seconded, the meeting adjourned at 6:40.

Prepared by Dawn Pollard, recording secretary