

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of January 8, 2013**

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 4:45.

1A. Tour of the Technical Services Department:

Leslie guided the Trustees to the Technical Services Department and provided a brief explanation of her duties.

1B. Agenda / Changes or additions:

There were no changes or additions to the agenda, other than Jerry reporting that the Friends of the Library would be joining the Trustees at their February meeting.

2. Minutes of December 11, 2012 Meeting:

Ken made a correction to the Technology Committee's report, noting that the Trustees would vote on the Library's social software policy in January. 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 December noting that cash accounts had been moved and that a summary of those accounts could now be found at the bottom of the report. Stephen also reported that the endowment balance as of the date of the meeting was \$502,736.

The Trustees then reviewed the revised planned giving brochure. Jerry indicated that the brochure would be available for distribution at the Loud Legacy Talk scheduled for January 9. The Trustees discussed other possible ways to distribute and promote planned giving.

2. Fine Arts/Building and Grounds Committee:

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

- Loud Legacy Talk with Richard Michelman, January 9, 2013.
- NEH Planning Preservation Grant - unsuccessful, will reapply in May.
- Rack Cards - updated and printed; Adam suggested inserting a QR code on brochures and public announcements.
- Display of Gary Blomgren work on hold.

3. Building/Grounds Committee:

Jerry reported that he is waiting for additional bids to come in for the exterior door project; the committee meets again on January 17, 2013.

4. Technology Committee:

Jerry reported that a contract has been signed with MARCIVE for work to the bibliographic database in anticipation for the Catamount Library Network migration.

Jerry also reported that quotes will be received for internal cable upgrade and expansion.

The Trustees then gave a final review to the library's Social Software Policy. The Trustees made a slight amendment to the first sentence of the Policy so that it reads:

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“Brooks Memorial Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Brattleboro’s need for information, lifelong learning, and leisure pursuits.”

Upon motion duly made and seconded, the amended Social Software Policy was adopted.

5. Friends of the Library:

Jerry reported as follows:

- Due to changes in the Board’s composition and in anticipation of board growth, a survey is being conducted.
- A promotional video production is being discussed.
- The trivia contest will not be planned this year.
- A possible musical event is being considered as a fundraiser.

B. FY 2014 Budget Update:

No further update.

C. Staff New Year Appreciation: Friday, January 18:

The Trustees finalized this event; set-up will begin at 8:15 AM.

D. David Sanger Talk: Monday, February 18:

David Sanger will give a presentation at the First Baptist Church, on February 18. The Trustees were encouraged to attend.

4. New Business:

A. IndieFlix:

Jerry expressed thanks to the Friends of the Library for purchasing a one-year subscription to this streaming video service. Tom mentioned that when he completed the registration process, he was asked to pay for a monthly subscription; Jerry replied that there should be no charge for this. He will communicate with other patrons to see if anyone else is having this problem.

B. Volunteers 2012 Report:

Jerry apologized for not including this report in the Trustees’ packets; he will add it to next month’s agenda. The Trustees then reviewed and discussed the calendar year statistics.

C. D. Gifts, Donations, Grants Received:

Schwab transfers - \$48,819 (Legacy Funds [Loud, Frothingham, Jerard, Wyatt, Brown] to AMECX). 2. Periwinkle Foundation \$700. 3. Bunbury Company \$500. 4. Tom Burdo fund \$24. 5. Jerard Fund \$100. 6. Richard Shuldiner \$257. Hollis Carlisle \$50.

E. 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 6:25.

Prepared by Dawn Pollard, recording secretary
Ken Vitale, Secretary

**Fine Arts Committee Meeting
January 2, 8:30 AM**

Present: Christine de Vallet; Judith Bellamy; Tracy Devlin, and Jerry Carbone (staff)

Absent: Elizabeth Tannenbaum, Ken Vitale, Simi Berman, Helene Henry

1. Old Business

· **Fine Arts Self-guided brochure and rack cards--labels**

Self-guide tour brochure has been revised and will be printed at Lotus next week. Rack Card labels have been printed and applied to update remaining rack cards.

· **Fine Arts lecture**

Tracy Devlin has arranged with Jasmine's Bakery to provide cookies for the event. Jerry will pickup coffee, herbal tea, seltzer, and ½ and ½. Jerry will introduce Elizabeth Wohl and then Richard Michelman. Available at the talk will be: 1. a printout of the cataloged Loud collection holdings in the Library. 2. The Planned Giving brochure. 3. The self-guided art tour. Helene and Christine will setup an exhibit of Loud art in the meeting room on Wednesday afternoon before the talk.

2. NEH Planning Grant

Jerry reported that NEH notified him that the library did not receive the grant applied for in May. He asked for an assessment by the raters, which is attached to these notes. He will probably reapply in May 2013 after reviewing the new guidelines and discussing the panelists' recommendations with Carolyn Frisa, the consultant.

3. Other

- Tracey updated the committee on a planned exhibit of recently deceased art teacher, Gary Blomgren. This may still be a possibility but Gary's wife wants to discuss it more thoroughly with their children. The exhibit would be in June or perhaps in December, which would be close to the anniversary of his death.
- Judith mentioned that she has just finished indexing a book, *Poetry to the Earth: The Arts & Crafts Movement in Deerfield* by Suzanne Flynt, who is curator of the Memorial Hall Museum in Deerfield., Mass. Jerry expressed interest in having her give a talk here at the library.

4. Schedule of public art displays and exhibits

- Main Floor- January/February-Children's Art from the Fermata Arts Foundation.
- Children's Book Illustrators: January —John Steven Gurney author-illustrator, Brattleboro.
- 2nd floor exhibit cases: January 2013-Loud collection. February: Jessica Baylis scrapbooks.

NEXT MEETING: Wednesday, February 6 8:30 AM.

Asset Development Committee Meeting 12/11/12, 8:15 AM

Present: Stephen Frankel; Adam Franklin-Lyons; Elizabeth Wohl; John Ogorzalek; Jerry Carbone.

1. **Minutes 11/26/ 12**
 - Approved with no changes.

2. **Planned giving brochure**
 - Committee made further edits to the draft brochure created by James Brisson. The final draft will be printed in color and be available for the Jan 9 Loud Art legacy lecture sponsored by the Fine Arts Committee. Elizabeth will make some comments about the history of giving to the library. Places of distribution for the brochure were discussed such as attorney's offices. A plan for promotion will be discussed after the Jan 9 meeting.

3. **Web site**
 - Jerry reviewed where on the web site "giving" to the library will be highlighted. A suggestion was made that the "support" link climb higher on the "About Brooks" dropdown menu. The planned giving brochure would be placed in this section.

4. **Library endowment education for trustees.**
 - This will be taken up at a future trustee meeting.

5. **Other**
 - Elizabeth Tannenbaum requested adding an agenda item of the Town budget request to restore Saturday hours from 10 to 2 back to the 10 to 5 schedule. The committee decided it would be premature to make a recommendation at this time because the budget has not yet been approved by the Selectboard.

NEXT MEETING: FRIDAY, JANUARY 4, 8:30 AM

**Fine Arts Committee Meeting
January 3, 8:30 AM**

Present: John Ogorzalek, Adam Franklin-Lyons, and Jerry Carbone (staff)
Absent: Elizabeth Wohl; Stephen Frankel

1. Old Business

· **Planned Giving pamphlet & Loud Collection talk on Jan 9**

Jerry handed out the pamphlet. Elizabeth will give a short intro at the talk about the legacy of bequests at the library. We also discussed future uses and promotion for the pamphlet: mailing to attorneys; insertion in packets for new borrowers; on the web site; a general mailing. John suggests that the mailing follow the April 15 tax deadline to be most effective as this is when people are planning for giving. John recommended that we revised the pamphlet at least yearly to make it look fresh. More discussion to follow

2. New Accounts with Schwab

Jerry reported that the two new American Income fund accounts have been established for the Loud and Brown/Frothingham/Wyatt/Jerard funds. For the Loud fund, \$16,200 (\$18/share) of American Fund F1 was purchased, and for the other legacy funds \$32,500 (\$18 /share) was purchased. John O. recommended that we ask Schwab to rename the accounts to reflect the name of the funds.

3. Library endowment education for Trustees

- Tabled for future meeting

NEXT MEETING: TBD