

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of February 12, 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, Reference Librarian, Jeanne Walsh, and Recording Secretary, Dawn Pollard. This was also a joint meeting with Friends of the Library who were present during the first part of the meeting.

**1. Call to Order:**

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

**1A. Tour of the Reference Department:**

Jeanne gave a brief tour of the Reference area and provided a brief explanation of the services provided.

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

There were no changes or additions to the agenda, other than moving the Friends of the Library report to the beginning of the agenda.

**Friends of the Library:**

Bob Oeser, President, reported that the Friends had just concluded their monthly meeting and indicated that biographies of the Friends had been given to the Trustees in an effort to make connections to work together more in the future. Bob reported that the recent Loud Legacy Talk was very successful and invited the Trustees to join with them in expanding on the “antique appraisal” idea. After some discussion, it was decided to form a sub-committee consisting of Trustees and Friends to further explore this idea and plan an antique appraisal event for later in the fall.

Bob also reported on upcoming fundraising events:

- April 12-13 - book sale
- April 16 - American Girl *Sage* book reading and raffle
- April 23 - World Book Night, with book distribution on April 20
- June 7-8 - Strolling of the Heifers book sale
- Lunch and character auction with Archer Mayor
- Concert in the fall

Mary Ide spoke briefly on the need to work jointly on advocating digital resources. The Friends then left the meeting.

**2. Minutes of January 8, 2013 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 noting that the month-end value showed a gain of \$27,605, and also reported that as of the date of this meeting, the account had increased by approximately \$20,000. Stephen also reported that the quarterly disbursement to BML had been made, and that a management fee had been paid to the advisor.

The Trustees then reviewed the annual endowment fund report for FY 2012. This report has been submitted to town meeting representatives for the March 23 town meeting.

Elizabeth W. then reminded the Trustees of their commitment to review the management of the

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endowment fund and also reported that the planned giving brochure is available on the web site. The committee will continue its planned giving efforts.

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

Ken thanked Elizabeth W. for her excellent presentation at the Loud Legacy Talk in January. The event was very successful and has been re-broadcast on BCTV several times. Ken also reported that the Jessica Baylis scrapbooks are now on display, revision of the rack cards is ongoing, and distribution of the remaining Oglesby dolls is being done.

**3. Building/Grounds Committee:**

Jerry reported that a bid from GPI Construction has been approved by the Selectboard for the exterior door replacement. It will take approximately four to five weeks for the materials to arrive and then one week for the installation. The work involves replacing the exterior and interior front and back doors; auto openers will also be installed.

Pam reported on the recent committee meeting, noting its focus is maintaining a balance for technical and print space needs.

**4. Technology Committee:**

Jerry reported that the new web site launched on January 25, with many favorable comments and suggestions coming in from patrons.

Jerry also reported that a contract has been signed with Bywater to migrate and host the Catamount Library Network. Brooks is the first library to migrate with an anticipated "live" date of June 3. Staff training will be done over a two-day period in May.

Cable upgrades are being done in connection with Vermont FiberConnect and network connections should be completed within the next 30 days.

Jerry then reviewed requirements for the Google/VTLIB Videoconferencing grant, noting that a policy will need to be written for the use of this equipment and the Meeting Room use policy will need to be revised. Tom and Adam agreed to be additional trained staff. Upon motion duly made and seconded, the Trustees voted to accept the Google Videoconferencing Grant and authorized the Technology Committee to write the necessary policies and comply with grant requirements.

**5. Friends of the Library:**

Moved to top of agenda.

**B. FY 2014 Budget Update:**

The budget was approved by the Selectboard and will be presented at Town Meeting.

**C. David Sanger Talk: Monday, February 18:**

David Sanger will give a presentation at the First Baptist Church, on February 18; Trustees agreed to help.

**4. New Business:**

**A. Volunteers 2012 Report:**

No discussion.

**B. Programming Initiatives Report:**

Jerry reviewed new programming initiatives in the upcoming months.

**C. Town Officers Conference - April 17 or 24:**

No discussion.

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

Schwab transfers - \$4,875 (quarterly transfer); \$100 (Jean Arrington). Bought Amgen, 100 @ \$83.6454 (\$8,379.54); EMC, 440 @ \$23.8223 (\$10,481.86). Sold US Treas., 50,000 @ \$99.9915 (\$49,995.75).

**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 6:50.

Prepared by Dawn Pollard, recording secretary

Board Secretary, Ken Vitale

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