

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of March 12, 2013**

Present: The following Trustees were present: Pam Becker, Stephen Frankel, Adam Franklin-Lyons , Wayne Licwov, Tom Murray, Jane Southworth, Elizabeth Tannenbaum, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone, Children's Librarian, Sandy King, and Recording Secretary, Dawn Pollard. Absent was Ken Vitale.

1. Call to Order:

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

1A. Agenda / Changes or additions:

Two items were added to the agenda: 1) a discussion on the use of the library for a memorial service; and 2) a report on the Teen Advisory Board.

2. Minutes of February 12, 2013 Meeting:

A spelling correction was made to a fundraising event of the Friends of the Library. Local author, Jessie Haas, will be visiting the Children's Room on April 16 for a reading of her two new American Girl books: *Saige* and *Saige Paints the Sky*. Upon motion duly made and seconded, the minutes were approved as corrected.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Stephen presented the Treasurer's Report noting little change in value as of February 28, but also noting a \$10,000 increase as of the date of this meeting. A decrease in the cash allocation percentage was also noted, as was an increase in the equities allocation.

Elizabeth W. then reported on the recent Asset Development Committee meeting and indicated she would present a draft estate planning letter to the Trustees in April. She also emphasized the need to meet with the Friends of the Library to discuss and strategize joint fundraising efforts; Bob Oeser will be invited to the next committee meeting.

Adam then distributed and explained a graphical representation of all library revenue streams and expenditures, reporting that it was the committee's goal to educate the Trustees on all library finances.

2. Fine Arts/Building and Grounds Committee:

Elizabeth T. then reported on behalf of the Fine Arts Committee highlighting the necessity of becoming familiar with the provisions of the Vermont Act Relating to Property Loaned to Museums (which includes libraries). This act discusses property loaned to an institution, loan agreements, and what to do when it becomes abandoned. The committee will continue discussing this.

3. Building/Grounds Committee:

Jerry reported that a contract for the exterior door project had been signed, with construction expected to begin in mid-April. The installation will take about five business days, but will not require the library to close.

Sandy reported on behalf of the Building and Grounds Committee indicating that de-cluttering of the building will continue regularly by the staff. Space needs within the building

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are still being identified and discussed.

4. Technology Committee:

Jerry presented a draft videoconferencing policy and reservation form for the Trustees' first read. Sandy expressed concerns relating to use of staff time in training on the use of the equipment, setting it up, and assisting with reservations. The Trustees will give the draft policy a second read in April.

Jerry then requested the Trustees review proposed changes in fines, loan periods and limits as a result of the Catamount Library Network update, which will result in changes to BR6 Fines, Fees, and Circulation Policies. The migration schedule calls for administrative training May 1-3, full database load on May 31, library closing on June 1, and live circulation on June 3.

Jerry also reported that cable installation is continuing regarding the Vermont FiberConnect project.

5. Friends of the Library:

Wayne reported on the Friends' recent meeting, highlighting the following:

- Amazon online book sales will continue
- April book sale, but no sale during Strolling of the Heifers in June
- Membership in the United for Libraries will provide fundraising and advocacy benefits
- April 16 book read with Jessie Haas: *Saige* and *Saige Paints the Sky*
- Archer Mayor has agreed to allow an auction's highest bidder to have his or her name be a character in one of his upcoming books
- Benson Bobrick, local author and historian, has also agreed to a luncheon with an auction's highest bidder
- World Book Night: book distribution will be April 23; pre-distribution meeting will be April 20.

B. Town Meeting 2013: Information meeting 3/13; Town Meeting 3/23:

No discussion

C. 68th Annual Town Officers Education Conference 2013: 4/17 and 24:

Jerry encouraged the Trustees to sign up for this conference on-line; the library will reimburse for the registration fee.

4. New/Other Business:

A. Progress on Trustees' Goals 2012-13:

Moved to April meeting.

B. New Baby Bag Update:

Sandy reported an increase in this popular collaboration with Early Education Services which are bags delivered to new parents in the Brattleboro area containing board books, pamphlets, book marks and flyers promoting library activities, as well as pamphlets about the importance of reading to babies.

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C. Gifts, Donations, Grants Received:

Donations: Richard Austin \$100; Hollis Carlisle \$50; Bought: none; Sold: 260 Gorman Rupp @ \$29.2568=\$7,606.77; Cernier 30 @ \$87.6392= \$2,629.28.

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

See attached reports.

E. Teen Advisory Board:

Pam reported 3-5 teens are interested in serving on the board; a defined space will be needed.

F. Request for Use:

Jerry reported on a request he had received to hold a memorial service in mid-April for a long-time library volunteer who had recently died. It was the general consensus of the board that this request be granted, pending approval from the town offices.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 7:00.

Prepared by Dawn Pollard, recording secretary