

BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of April 9, 2013

Present: The following Trustees were present: Pam Becker, Stephen Frankel, Adam Franklin-Lyons , Wayne Licwov, Tom Murray, Jane Southworth, Elizabeth Tannenbaum, Jen 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. Agenda / Changes or additions: Portfolio Review @ 6:30 PM**

**1B. Officer Elections and Committee Assignments:**

Upon motion duly made and seconded, the following slate of officers was unanimously elected to serve the ensuing year:

President – Elizabeth Tannenbaum  
Vice President – Elizabeth Wohl  
Treasurer – Stephen Frankel  
Secretary – Ken Vitale

The following committees were established:

Standing Committees

Asset Development: Adam, Elizabeth W., Stephen; Staff: Jerry; Citizen: John O  
Building and Grounds: Pam, Elizabeth T., Jane, Stephen; Staff: Sandy, Therese  
Technology: Wayne, Jane, Adam, Tom; Staff: Jerry, Jeanne  
Fine Arts: Elizabeth T., Ken, Elizabeth W. (alternate); Staff: Jerry; Judith Bellamy,  
Helene Henry, Christine deValley [Public Art Coordinator, Main Floor], Simi  
Berman [Children’s Book Illus. Cases], Tracey Devlin  
Planning: Elizabeth W., Elizabeth T., Jane, Pam; Staff: Jerry, Sandy; Citizen: Anne  
McCloskey

Ad Hoc Committees

Librarian Evaluation: Elizabeth T., Tom, Wayne  
Trustee Nominations: Elizabeth T., Ken, Wayne, Elizabeth W., Adam

External Committees

Brooks Building Board: Jerry, Philip Turner, Marshall Wheelock, John Abel, Leo Barile  
[funds held at Trust Company of Vermont]  
Friends of Library: Elizabeth T., Jerry  
Teen Advisory Board: Pam, Jerry, Wayne

**2. Minutes of March 12, 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 for March noting an increase in portfolio value of over \$13,000. He also noted the percentage allocations between cash, fixed income and equities, explaining that the

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cash percentage was higher than in previous months due to the maturity of some treasury bills. A representative from Prentiss Smith's company will join the Trustees' meeting at 6:30 to review the portfolio.

Elizabeth W. then reported on behalf of the Asset Development Committee indicating they had discussed ways in which to increase the endowment. The committee would like to focus on a planned giving fundraising campaign and will invite a local consultant with expertise in gift solicitation and prospect research to its next meeting.

**2. Fine Arts Committee:**

Ken reported on behalf of the Fine Arts Committee highlighting progress on a video of the Library's Fine Arts collection, the Audubon talk on April 16<sup>th</sup>, and status of the Moyse portrait. The Town Manager's secretary has been asked to research Selectboard minutes for any information on the Moyse portrait gift terms and advice has been received from the Town Attorneys that the Library will need to comply with Title 27, Sections 1151-1158, in deaccessioning the Baylis scrapbooks. Inasmuch as these books were accessioned in 2004, the Library must wait 10 years and then advertise their deaccessioning to comply with the statute.

**3. Building and Grounds Committee:**

Jerry reported that parts for the exterior door project had been ordered and should arrive within the week; work will then be scheduled.

Jerry also reported on his conversation with the President of the DAR Group and their use of the genealogy room. Jerry told the group of the space needs for the room and will continue to be in conversation with them. Jane volunteered to review old Trustees minutes to determine the relationship with the DAR.

**4. Technology Committee:**

The Trustees gave the Videoconferencing Equipment Policy & Reservation Form and the Meeting Room Regulations and Application Form a second reading. Number three on the Policy was edited to read: "3. Users of the equipment agree to pay any repair or replacement costs of equipment damaged while in their care." Upon motion duly made and seconded, the Trustees approved the Videoconferencing Equipment Policy & Reservation Form and the Meeting Room Regulations and Application Form.

Jerry then reported on the Catamount Library Network, indicating that changes are still being made to the fines, loan periods and limits; he hopes to bring the final changes to the Trustees next month. Migration continues with training being scheduled for May 1-3; full database load on May 31, testing of the fully loaded database on June 1, and live circulation on June 3. Upon motion duly made and seconded, the Trustees voted to close the library on May 2 and June 1 for the implementation of the CLN project. Jerry will inform the public of the upcoming changes and closures.

With regard to the Vermont FiberConnect, Jerry reported on delays in the work by Southern Vermont Telephone.

Lastly, Jerry reported on a grant received from the Vermont Department of Libraries enabling the hiring of a computer/internet intern. The CCV student has been very busy providing one-on-one computer coaching. It is hoped that funds will be available until June, 2014 for this computer mentor.

**5. Friends of the Library:**

Jerry reported on the upcoming book sale this weekend and indicated extra help was needed. Jerry also reported on fundraising, with no further report on the antique roadshow event. Jerry did report, however, on a new idea brought to the Friends – a Library Mini-Golf Tournament. This family event has been quite popular in other communities and is put on by an agency that would come into the library and set up 18 holes of mini golf. It is hoped that this event would be in collaboration with the Brattleboro Country Club's 100<sup>th</sup> anniversary celebration; the Friends are looking at scheduling this in November of this year. Elizabeth W. and Tom will work on soliciting sponsors. Bob Oeser and Mary Ide from the Friends will organize the event.

**B. Town Meeting 2013 Recap:**

Jerry summed up Town Meeting in two words: long and stressful, and said discussions on budget cuts only emphasized the need for the Trustees to increase the endowment value.

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

Elizabeth T. encouraged the Trustees to attend the conference; Elizabeth W. indicated she will try and go.

**D. Teen Advisory Board Update:**

Pam reported on the recent TAB meeting, indicating membership was now at 3 boys and 1 girl. The group is interested in having its own space and creating a Facebook page.

**4. New/Other Business:**

**A. Progress on Trustees' Goals 2012-13:**

Postponed to next month

**B. Plans for Memorial Service 5/5/13:**

Jerry informed the Trustees of the use of the main floor for a memorial service on May 5. The town has approved of this use; he will be present.

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

1. DONATIONS: Amelia Hancock \$400; Misc. Small Gift \$19.46. 2. BOUGHT: None. SOLD: 100 Amgen @ \$99.4989= \$9,949.89; Chevron 40 @ \$119.73 = \$4,789.20

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

See attached reports.

Jerry also reminded the Trustees of World Book Night, with 16 givers and book distribution on April 20.

Laurie Barrett then joined the meeting and introduced herself. She reported on the endowment portfolio, indicating that since its inception with Prentiss Smith in 2008 it had grown cumulatively by 17%. She told the Trustees that their company attempts to manage portfolios by creating a broader, smaller base of holdings with diversified allocations. The goal in managing an institutional endowment is to make reasonable purchases that pay larger dividends. She answered a few questions and encouraged the Trustees to view the company website: [socialinvesting.com](http://socialinvesting.com).

**5. Adjourn:**

Upon motion duly made and seconded, the meeting adjourned at 6:55.

Prepared by Dawn Pollard, recording secretary

Reviewed by Ken Vitale, Secretary