

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of June 20, 2013

Present: The following Trustees were present: Pam Becker, Stephen Frankel, Adam Franklin-Lyons , Wayne Licwov, Tom Murray, Ken Vitale, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone, Friends of the Library representative, Mary Ide, and Recording Secretary, Dawn Pollard. Absent were Jane Southworth and Elizabeth Tannenbaum.

1. Call to Order:

Elizabeth W. called the meeting to order at 5:45.

1A. Agenda / Changes or additions: Jerry requested an opportunity to discuss the upcoming July 4th parade and the adoption of a revised acceptable use policy regarding the Vermont FiberConnect update.

2. Minutes of May 14, 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 May noting an increase in the portfolio value of \$1,082.

Adam then reported on the May 28th meeting of the Asset Development Committee and reviewed a budget proposal with the Trustees. Upon motion duly made and seconded, the investment budget proposal was duly adopted.

Adam then discussed transferring at least \$5,000 of accumulated restricted Loud Fund earnings into the Loud account at Schwab. Upon motion duly made and seconded, the Trustees approved expenditures from the Schwab and Calista funds and also approved the reinvestment of \$5,000 of accumulated earnings from the Loud Fund.

Discussion then turned to an annual appeal campaign in an effort to increase the endowment. The committee explained it would work with the Friends of the Library to determine a process for soliciting donations from library patrons and also recommended the hiring of a fundraising professional, possibly using funds from the Wojtowicz account. Bids will be solicited for a professional fundraiser.

2. Fine Arts Committee:

The Committee has not met; however, Jerry reported that Richard Michelman, fine arts appraiser, had rendered an appraisal for the "Italian Landscape" pastel by William Morris Hunt at \$4,000. Jerry will make an inquiry as to insuring the fine arts collection and will discuss this further with the Committee.

3. Building and Grounds Committee:

Jerry reported on passing the final inspection for the exterior doors, which are in good working order.

4. Technology Committee:

Jerry reported that some of the Google videoconferencing equipment has arrived and that training is tentatively scheduled for the week of July 8.

The Catamount Library Network migration happened on June 1; Jerry indicated that it was a successful conversion with only a small amount of data not being carried over. Training continues, with staff meeting weekly to bring forth procedural questions.

Jerry reported that upgrades to the cable pulls were needed for the Vermont FiberConnect project, with additional costs being absorbed in the town budget. Jerry reviewed acceptable use and wireless use policies which need to be in place by July 31, even though new policies are required to go through two reads before adoption. To accommodate the July 31st deadline, and upon motion duly made and seconded, the Trustees adopted a draft of the Public Access Computing and Wireless Access Acceptable Use Policy on an interim basis, subject to final review and approval at the Trustees' September meeting.

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5. Friends of the Library:

Mary Ide discussed a mini-golf fundraiser opportunity which two other libraries in Vermont have had success with. The event would need more planning time than had been originally anticipated and would probably be scheduled for later in the year. A planning committee will meet to discuss more details.

6. Teen Advisory Board:

Jerry reported on a recent Teen Advisory Board meeting, noting that 10-12 teens were in attendance. They are planning a teen movie night and are interested in an on-line summer reading program. The group will also work on a mission statement.

B. Review of Town Officers Education Conference worksheet:

Jerry asked that the Trustees complete the worksheet and return it to Elizabeth T. for further discussion at the September Board meeting.

4. New/Other Business:

A. Department Reports to Selectboard:

Jerry reported that the town has asked each department to appear before the Selectboard and provide background information, goals, staffing, strategic plan, etc. Jerry will let the Trustees know when the library is scheduled to appear.

Jerry also discussed the upcoming July 4th parade and invited any interested Trustees to participate.

B. Annual Volunteer Appreciation, Friday, August 23, Kiwanis Shelter:

The Kiwanis Shelter has been reserved for the annual volunteer appreciation day. Food is provided by the staff and the Trustees.

C. Gifts, Donations, Grants Received:

1. DONATIONS: Amelia Hancock \$1,015; James Helyar \$155; Hollis Carlisle \$100. 2. TRANSFER: \$4,875; 3. BOUGHT: Inventense 420 @ \$13.0158, \$5,466.64. SOLD: Microsoft 300 @ \$34.2914 \$10,287.52.

D. 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 7:45.

Prepared by Dawn Pollard, recording secretary

Reviewed by Ken Vitale, Board Secretary