

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
October 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, Resource Librarian, Jeanne Walsh, and Recording Secretary, Dawn Pollard.

**1. Call to Order:**

Elizabeth T. called the meeting to order at 4:45. The Trustees immediately went into Executive Session to discuss the Library Director evaluation. The meeting resumed at 5:10.

Upon motion duly made and seconded, the Trustees voted to accept the favorable evaluation report for Jerry Carbone, Library Director, and to forward the report to the Town Manager. On behalf of the Trustees, Elizabeth T. expressed her thanks and gratitude to Jerry for all his hard work, commenting that it was a pleasure working with him. She then asked Jerry to list his top priorities for the upcoming year, which he highlighted as follows:

- That the Catamount Library Network would continue to grow and improve circulation.
- That the upcoming town budget process would leave the library's budget intact, with no reduction in hours, staff, or materials.
- That the focus to reconfigure library space continue to move forward.
- That the Teen Advisory Board complete its mission and purpose statement.

**1A. Agenda Changes or Additions:**

None

**2. Minutes of September 10, 2013:**

Pam asked that the report on the Teen Advisory Board be corrected so that it reads "...movie nights will continue this fall." 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 September, noting that a gain of nearly \$9,100 had been reported.

Jerry reported that fundraising consultant requests had been sent to six individuals, and that one had submitted a proposal. Elizabeth W. reported that she had received some helpful information on fundraising in general which she would discuss further with the Asset Development Committee.

Jerry then reported on a bequest from the Estate of Lydia Faxon of certain genealogy materials to be donated to the DAR room. He will continue to receive information on this bequest.

**2. Fine Arts Committee:**

Jerry reported on the committee's review of the Fine Art Policy, which will be brought before the Trustees for final approval. The Trustees also discussed upcoming art exhibits.

**3. Building and Grounds Committee:**

Although this committee had not met, Jerry reported on discussions he had had with staff on reconfiguring the genealogy room and discussed a draft overview outline with the Trustees.

**4. Technology Committee:**

Jerry reported that the videoconferencing equipment has been used recently, including conducting town manager interviews with out of town candidates. In addition, there is an event planned for October 11.

The Catamount Library Network has adopted by laws and a membership agreement, and Jerry reported that he had been elected as a council member for two years. Phase I of this migration is now complete, with over 25,000 patrons and 256,000 bibliographic records. More libraries will be coming on board in early 2014.

The Vermont FiberConnect is done, but needs configuring.

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**5. Friends of the Library:**

Jerry reported that the concert held last month raised approximately \$1,600. The Friends are continuing their organization of a mini-golf tournament and are also seeking new members.

**6. Teen Advisory Board:**

The Trustees reviewed the minutes from the September meeting. Pam noted that their focus is on adopting a mission statement and creating their own space within the library.

**7. Trustees Nominations Committee:**

Ken announced that he will be leaving the Board at the end of this year, bringing the number of Trustees to recruit to three. The committee will set a date to meet.

**B. Complete Review of Town Officers Education Conference Worksheet:**

Due to time, this was tabled until next month.

**C. FY 2015 Town Proposed "level-services" Budget:**

The Trustees reviewed and discussed the level-services budget that has been submitted to the town, noting that another budget will be submitted that will be a "level-funded" budget. Jerry encouraged the Trustees to support the proposed budget throughout the process.

**4. New Business:**

**A. Vermont Library Trustees Association Annual Conference:**

Elizabeth T. noted that all Trustees must attend conference events annually, and encouraged participation in the upcoming November 2 conference to be held in Montpelier. Both Elizabeth W. and Adam indicated they may attend.

**B. VTLIB Public Library Standards: Annual Review of Policies:**

Jerry submitted the Public Library Standards for the Trustees' review, noting that these policies must be reviewed each year. This was a first read and will be reviewed again in November.

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

Donations received: James Helyar \$75; Hollis Carlisle \$150. Transferred: None. Bought: US Treasury, 29,000 @ 95.9363, \$27,964.87. Sold: American Fund Income, 42 @ 19.60, \$823.20.

**E. Library director; Reference Libraries Reports; Children's Room Programs' Report; Library Statistics:**

See attached reports.

The Trustees also discussed having a virtual tour at their next meeting.

Elizabeth T. thanked Jerry for his efforts at the recent Literary Festival, saying it was "incredible".

**5. Adjourn:**

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