

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 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 (by remote access); Cataloging/Technical Services Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard.

1. Call to Order:

Elizabeth T. called the meeting to order at 4:50. The Trustees expressed their condolences to Jerry and his family on the recent death of his father-in-law.

1A. Agenda Changes or Additions:

Elizabeth T. requested a discussion on the Trustees' 2014 meeting dates.

2. Minutes of October 8, 2013:

Upon motion duly made and seconded, the minutes of the October 8, 2013 Trustees meeting were approved.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Stephen presented the Treasurer's Report for October, noting that an advisory fee had been paid, and also reporting little change in the allocation of assets.

Elizabeth W. reported on the many recent meetings of the Asset Development Committee concerning the hiring of a fund raising consultant. She indicated that two requests for proposals had been received and she and Adam reviewed both proposals with the Trustees. Upon motion duly made and seconded, the Trustees voted to accept the recommendation of the Asset Development Committee in approving Christine Graham's proposal for services in creating an annual giving appeal, at a cost not to exceed \$5,000 without authorization from the Trustees. Elizabeth W. will draft letters to both applicants.

2. Fine Arts Committee:

Jerry reported on two unused exhibit cases which the committee would like to donate. Upon motion duly made and seconded, the Trustees voted to offer two unused exhibit cases as a permanent loan to the Historical Society, or any other interested organization, the terms of said loan to be worked out by the Fine Arts Committee.

The Trustees also discussed a request from a patron to borrow the St. John's Bible which would require the Trustees to pay for insurance and shipping. It was recommended that the Fine Arts Committee continue to explore the display of this artwork.

3. Building and Grounds Committee:

Jerry reported there had been no meeting, but that staff would be working on a reconfiguring plan.

4. Technology Committee:

With regard to the Google videoconferencing grant, Jerry reported that an author event is being planned for December 11, and that our CCV intern will be conducting another orientation session.

The first Catamount Library Network annual meeting was held in October where a budget was adopted and directors were appointed. The Brooks payment for hosting and tech support will be \$8,600, which is slightly less than expected. Jerry indicated that additional libraries were coming on board in early 2014, which will complete the membership of 10 libraries. In addition, a website has been created to post minutes and network information.

Jerry reported that the Vermont fiber connection has increased speed significantly in most areas.

5. Friends of the Library:

Mary reported on the following:

- National Friends of the Library Week in late October
- Book Lovers Calendars will be sold next year
- Membership drive brochure will be available in early January
- Book Sale on December 6-7 will also include a raffle and gift wrapping table

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- Marlboro College is hosting a workshop: "Learn How To Be a Board Member"
- World Book Night is scheduled for April 23
- New members are still being sought

6. Teen Advisory Board:

Pam reported that the recent Movie Night was disappointing in that very few teens attended. She also reported that the Board is discussing a year-round reading program.

7. Trustees Nominations Committee:

Elizabeth T. updated the Trustees on interested applicants; the Committee may decide to extend the application deadline.

B. Complete Review of Town Officers Education Conference Worksheet:

Tabled.

C. FY 2015 Town Budget Update:

Jerry reviewed a spreadsheet with the Trustees showing the library's proposed budget as initially prepared, and also showing both a 1% and a 2% reduction as the Town has requested. Department budget meetings will soon be scheduled; Jerry will inform the Trustees when the library's budget will be discussed.

D. VTLIB Public Library Standards:

After the second reading of the Standards, and upon motion duly made and seconded, the Trustees acknowledged their annual review of selected policies and adopted the changes made.

4. New Business:

A. Virtual Tour of Catamount Library Network:

Postponed to a future meeting.

B. Gifts, Donations, Grants Received:

Donations received: Periwinkle Foundation \$700; Small Gifts: \$80 (\$50 for Children's Room purchases). Transfer: None. Bought: Lindsay Corp 110 @ \$75.397, \$8,293.97; Silver Spring Networks, 180 @ \$20.3051, \$3,654.92 + 100 @ \$20.4697, \$2,046.97. 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.

Leslie also expressed concerns with her current cataloging database and support system. She will be invited to update the Trustees at a future meeting.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:50 PM.

Dawn Pollard, Recording Secretary

Ken Vitale, Board Secretary