

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

December 10, 2013

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

1. Call to Order:

Elizabeth T. called the meeting to order at 4:50.

1A. Agenda Changes or Additions:

None.

2. Minutes of November 12, 2013:

Upon motion duly made and seconded, the minutes of the November 12, 2013 Trustees meeting were approved.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Stephen presented the Treasurer's Report for November, noting a gain in the market value. Stephen also noted the purchase of stock, reducing the percentage allocation of cash. Jerry noted that two quarterly disbursements to BML would be made in the near future.

Stephen then reported on the hiring of Christine Graham as a fundraising consultant and indicated a contract needed to be signed. Jerry reported that a contract had been drafted by the town attorney and was being reviewed by all parties. Upon motion duly made and seconded, the Trustees voted to accept the recommendation of the Asset Development Committee to enter into a contract with Christine Graham for the purpose of creating an annual giving appeal, and authorized Elizabeth T. to sign the revised contract. The Asset Development Committee was thanked for its efforts in this matter.

2. Fine Arts Committee:

Ken reported that the Fine Arts Committee was in the process of making revisions to its Fine Arts Policy. Jerry reported that two display cases have been accepted by the Brattleboro Historical Society as a "permanent loan", and also reported that progress is being made to better display the Crandall lithics in the Local History Room, which will actually create more space in that room. Jerry also briefly reported on two programs being scheduled for the spring - Poet Federico Garcia Lorca in Vermont and a talk and exhibit on Dr. John Wilson (a/k/a Thunderbolt).

3. Building and Grounds Committee:

No report.

4. Technology Committee:

Jerry reported that a Google hang-out test with Archer Mayor has been scheduled and that a virtual book club event will happen in January.

With regard to the Catamount Library Network, Jerry reported that additional libraries have signed on. A discussion on the implications of small libraries joining that are contiguous to

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larger libraries already in the network could result in the charging of impact fees or reduced rates for non-resident cards in the future. Jerry indicated the CLN Board would continue these discussions. Jerry then reviewed a proposed Memorandum of Understanding between VTLIB and CLN, explaining that it outlines the responsibilities of all parties, with the expectation that the CLN council and member libraries would eventually be responsible for the management and support of the network.

Jerry reported that there were no issues and that everything was working fine regarding the Vermont Fiber Connect.

5. Friends of the Library:

Mary reported on the following:

- The December book sale had thus far earned \$2,600
- Calendars were sold (and are still available) at December Gallery Walk, and a doll had been raffled
- First Wednesday events have been very popular
- World Book Night is scheduled for April 23
- Membership invitations have been mailed
- Two new members have joined the Friends; more are still needed

6. Teen Advisory Board:

Pam reported on the following:

- The second Movie Night was canceled
- A reading program is being started
- Involvement from BAMS students is welcomed
- Having its own space was very important to TAB

7. Trustees Nominations Committee:

Ken reported that four applications had been received for the three available positions and that all four applicants had been interviewed. Upon motion duly made and seconded, the Trustees voted to accept the recommendation of the Nominations Committee, and to pass on the following named individuals to the Selectboard to be included in the warning for the annual town meeting and elected as Trustees:

Robert Stack - to fill an unexpired one-year term
Jerry Goldberg - three-year term
Jennifer Lann - three-year term

B. Complete Review of Town Officers Education Conference Worksheet:

Elizabeth then quizzed the Trustees on the following question: How do our Board members become Board members? Answer: An interested applicant must first be a resident of the Town of Brattleboro and must submit a letter of interest; the applicant is then interviewed,

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recommended and voted on by the Trustees; have his or her name submitted to the Selectboard for inclusion on the annual meeting warning; and finally be elected at town meeting.

C. FY 2015 Town Budget Update:

Jerry reported on his meeting with the Selectboard where he submitted a proposed re-drafted budget showing a 1-2% reduction. He explained that he did that by including \$6,000 in additional revenue and \$2,127 in reductions to print line items. The town is asking for further reductions, and has scheduled another budget session meeting for this coming Sunday, December 15, at 2:00 PM. Jerry encouraged the Trustees to attend that meeting.

D. Virtual Tour of Catamount Library Network:

Postponed to January.

4. New Business:

A. Review of Annual Public Library Report FY 2013:

Jerry reviewed the Annual Public Library Report FY 2013 with the Trustees which reports data regarding finance, services, technology, and collections for the period July 1, 2012 to June 30, 2013.

B. Staff Holiday Party Appreciation:

The Trustees agreed to show their appreciation to the BML staff by hosting a party on Friday, January 17, 2014, beginning at 8:30 AM. Elizabeth T. will coordinate this.

C. Gifts, Donations, Grants Received:

Donations received: Amelia Hancock, \$200; Paul Jerard Fund \$200; Design-a-Plate \$924 (revenue from sale of plates). Transfer: None. Bought: Foundation Medicine 120 @ \$24.7936, \$2,975.23; Cisco, 114 @ \$23.265, \$2,265.21. Sold: None.

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

See attached reports. Sandy commented on working with a reduced staff; Jerry highlighted upcoming programs per the enclosed brochures.

5. Adjourn:

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

Dawn Pollard, Recording Secretary

Ken Vitale, Board Secretary