

BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

January 14, 2014

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

**1. Call to Order:**

Elizabeth T. called the meeting to order at 5:00.

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

None.

**1B. Public Comments:**

None

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

Upon motion duly made and seconded, the minutes of the December 10, 2013 Trustees meeting were approved.

**3. Old Business:**

**A. Committee Reports:**

**1. Asset Development Committee:**

Stephen presented the Treasurer's Report for December, noting little change other than a quarterly disbursement made to Brooks Memorial Library.

Stephen and Jerry then discussed a proposed distribution from the Legacy Fund. Upon motion duly made and seconded, it was voted that the dividends from the five legacy trust funds (Brown, Frothingham, Wyatt, Jerard and Loud) that have been reinvested in that fund be removed from that fund by selling shares equivalent to the amount of the dividends, and will be transferred to the checking account to be expended according to directions attached to the funds."

Upon further motion duly made and seconded, it was voted that the Asset Development Committee be directed to create a policy that guides the distribution of the legacy restricted funds for the future.

Elizabeth W. then reported on the recent meeting with fundraising consultant, Christine Graham, where the fundraising process was reviewed. The Committee will meet again with Ms. Graham on January 24<sup>th</sup>. The Trustees were invited to attend that meeting.

Jerry then reviewed the Annual Financial Endowment Fund Report for FY 2013 which had already been submitted to the town.

**2. Fine Arts Committee:**

Ken reported that the Fine Arts Committee is continuing its revisions to the Fine Arts Policy, a loan agreement had been signed with the Brattleboro Historical Society regarding two exhibit cases, and also reported on upcoming programs and exhibits relating to Poet Federico Garcia Lorca in Vermont and Dr. John Wilson (a/k/a Thunderbolt). Lastly, Ken reported that a Hilltop Montessori photographic project focusing on Jerry was on display at Amy's Bakery, on Main Street.

With the departure of Ken from the Board of Trustees, and recognizing the busy schedule maintained by the Fine Arts Committee, Elizabeth W. asked that another Trustee consider serving on this committee; Pam indicated she would be interested.

**3. Building and Grounds Committee:**

Jerry reported that he and the staff would be proceeding with a strategy for deaccessioning certain items in the genealogy room, which will eventually create additional space.

**4. Technology Committee:**

Jerry reported that the Bennington library was now online with the Catamount Library Network, which now totals 58,000 patrons.

Jerry also reported on a Google/VTLIB videoconferencing supplemental grant, indicating that surplus funds will be used by BML for reimbursement for previous purchases, as well as the purchase of a sound mixing board and future advertisement. A virtual Archer Mayor book club hang-out is scheduled for January 29<sup>th</sup>.

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**5. Friends of the Library:**

Mary reported on the following:

- A very successful December book sale earning over \$4,000
- Alexander Turner's story will be presented by Naima Wade on Thursday
- Looking into fundraising activities for 2015
- Original founders of the Friends will be recognized at the annual meeting in the spring

**6. Teen Advisory Board:**

Pam reported that the December meeting was very "casual"; the teen reading program is still being discussed.

**7. Trustees Nominations Committee:**

Jerry announced that Stephen would be relocating to North Carolina in March and has submitted his resignation as Trustee and Treasurer, effective in March. Elizabeth W. reminded the Board that there remained one candidate from the Trustee search recently completed. Upon motion duly made and seconded, and upon recommendation of the Nominations Committee, the Trustees voted to submit Howard Burrows' name to the Selectboard to be included in the warning for the annual town meeting and be elected Trustee to fill the unexpired term of Stephen Frankel (2014-2016). Jerry will communicate with Mr. Burrows first to make sure he is still interested in serving.

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

Postponed to another meeting.

**C. FY 2015 Town Budget Update:**

Jerry reported on his most recent meeting with the Selectboard, indicating there have been no further budget reduction requests from the town. The Selectboard will take the budget up for final consideration at its January 21<sup>st</sup> meeting. Jeanne expressed her thanks and appreciation to Jerry for all that he did in preparing a budget that meets the satisfaction of the town.

**D. Staff Holiday Party Appreciation, January 17, 8:30 AM:**

Elizabeth T. confirmed everyone's assignments for the upcoming staff appreciation event.

**E. Virtual Tour of Catamount Library Network:**

Jeanne then gave the Trustees a virtual tour of the library's website and the Catamount Library Network.

**4. New Business:**

**A. Department Report for Town Annual Meeting:**

Reviewed previously.

**B. Board of Trustees Goals Update:**

Postponed to another meeting.

**C. February First Wednesday Plans:**

No discussion.

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

Donations received: Bunburry Foundation, \$1,000; Jo Hurlbirt Fund, \$295; Small Gifts, \$25. Transfer: \$85.66 from closed memorial fund accounts to SG01, Small Gifts Fund. Bought: None. Sold: None.

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

See attached reports.

**5. Adjourn:**

Upon motion duly made and seconded, the meeting adjourned at 7:00 PM.

Dawn Pollard, Recording Secretary  
Ken Vitale, Board Secretary