

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 12, 2014**

Present: The following Trustees were present: Pam Becker, Stephen Frankel, Wayne Licwov, Adam Franklin-Lyons, Tom Murray, Jane Southworth, and Elizabeth Tannenbaum. Also present were Library Director, Jerry Carbone; Technical Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Friends Treasurer, Connie Kimball. Absent were Ken Vitale, Elizabeth Wohl, and Recording Secretary, Dawn Pollard. The minutes of the meeting were transcribed from a recording.

1. Call to Order:

Elizabeth T. called the meeting to order.

1A. Agenda Changes or Additions:

None.

1B. Public Comments:

None

2. Minutes of January 14, 2014:

Upon motion duly made and seconded, the minutes of the January 14, 2014 Trustees meeting were approved.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reported on a recent meeting with Fundraising Consultant, Christine Graham, and discussed the logistics of the Friends Board being the vehicle to coordinate an annual gift giving appeal. Due to the fact that this will be a separate and additional fundraising request from the Friends, both Mary and Connie expressed concerns that this additional request could impact other fundraising opportunities presented by the Friends, including its annual membership drive. It was agreed by everyone that a clear message must be communicated to the public outlining why donations are being solicited and what the funds would be used for. Additional strategy and training discussions will be had with Ms. Graham.

Stephen then presented the Treasurer's Report for January, noting that a management fee had been paid and that the stock market had risen since the printing of his report.

Elizabeth T. then discussed the need to elect an Interim Treasurer to fill Stephen's unexpired term.

Upon motion duly made and seconded, Adam Franklin-Lyons was elected Interim Treasurer to complete the unexpired term of Stephen Frankel.

Elizabeth T. then indicated it was necessary to make changes to the signatories on all five Schwab accounts. **Upon motion duly made and seconded, the Trustees voted to add Adam Franklin-Lyons as a signatory to the Schwab accounts, and to remove Stephen Frankel and Ken Vitale as signatories to those same accounts.**

Jerry reviewed certain documentation that needed to be completed providing updated information, and asked that Adam meet with him after the meeting.

Jerry also reported on a distribution from the Legacy Fund. The sum of \$1,200 was transferred and divided amongst the funds according to the formula as detailed in BR4-2-2. The Loud Fund earnings were reinvested into the Loud account.

2. Fine Arts Committee:

Jerry reported that the Fine Arts Committee had not met due to weather conditions. He reviewed with the Trustees a proposed Deed of Gift document, noting that it had not yet been reviewed by the FA Committee.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 12, 2014**

The document will be discussed at the Fine Arts Committee March meeting, after which it will reviewed by the Town's attorney.

3. Building and Grounds Committee:

Jerry reported that carpet tiles installed in the Children's Library in April 2009 were curling and releasing from the floor. He contacted the manufacturer, who sent a carpet inspector to the site; re-gluing of the tiles will be done on Wednesday evening, February 19, and Thursday morning, February 20. This work will be at no cost to the library. **Upon motion duly made and seconded, the Trustees voted to close the Children's Library at 6:00 PM on Wednesday, February 19, for the purpose of repairing the carpet tiles.**

4. Technology Committee:

Jerry reported on the virtual Archer Mayor book club hang-out that took place on January 29, indicating the event came off fairly smoothly and attracted 12 YouTube viewers, as well as live attendees at the other two host library sites.

Jerry also reported on the Catamount Library Network, reporting that the database now totals over 320,000 items, with a patron base of more than 50,000. There will be one additional library migrating in 2014 and four more are queued for 2015.

5. Friends of the Library:

Mary reported on the following:

- A concert scheduled for March 21- *The Land Where the Blues Began: Images and Music of the Mississippi Delta with Scott Ainslie*
- Logo contest with a request going out to the teens for assistance
- Vermont Humanities Council presentation in May
- Paypal link now available from FOL Facebook page

Upon motion duly made and seconded, the Trustees approved the sale of tickets for the March 21 concert - *The Land Where the Blues Began: Images and Music of the Mississippi Delta with Scott Ainslie* - to be held at Brooks Memorial Library and hosted by the Friends of Library.

6. Teen Advisory Board:

Jerry reported on the following:

- The teen's involvement with the winter reading program
- The logo contest offered by the Friends
- A potential summer concert
- Possible participation in the Strolling of the Heifers and Brattleboro 4th of July parades.

7. Trustees Nominations Committee:

Jerry read the following Town Meeting Warning to be acted upon at the March 22 Town Meeting: *To elect three Trustees for the Brooks Memorial Library to serve three years, and two Trustees to fill unexpired terms. The names for consideration for three year terms (2014-2017) are: Elizabeth Wohl, Jerold Goldberg, and Jennifer Lann. The names for consideration for unexpired terms are: Robert Stack (2014-2015) and George Howard Burrows (2014-2016).* Jerry will send an invitation to the candidates requesting that they attend Town Meeting on March 22

B. Review of Town Officers Education Conference Worksheet:

The Trustees then discussed answers to a trivia quiz question offered by Elizabeth T.: How can the library building be used?

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 12, 2014**

C. FY 2015 Town Budget Update:

Jerry reported that the Selectboard approved his proposed 2015 budget and that it will now be included in the overall budget presented to the town meeting representatives on March 22.

4. New Business:

A. Board of Trustees Goals Update:

Elizabeth T. reviewed the goals established by the Trustees for 2013-2014; all goals have been met and/or are being worked on.

B. Volunteers 2013 Report:

Jerry encouraged the Trustees to review the annual report on the volunteer program and thanked Volunteer Coordinator, Therese Marcy, for her work in preparing the report.

C. Trustees Appreciation Party:

The Trustees discussed the scheduling of an event honoring the Trustees leaving the Board and welcoming the new ones. Elizabeth T. will continue with coordinating this event, which will most likely take place in late March or early April.

D. Gifts, Donations, Grants Received:

Donations received: Small Gifts Fund \$20; Catamount Library Network Collection Development \$70. Transfer: \$1,200 from Legacy funds. 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.

Dawn Pollard, Recording Secretary

APPROVED