

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 11, 2014**

Present: The following Trustees were present: Pam Becker, 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. Elizabeth Wohl joined the meeting at 6:15. Absent was Stephen Frankel.

1. Call to Order:

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

1A. Agenda Changes or Additions:

Jerry asked for time to give Library Director comments.

1B. Public Comments:

None

Prior to the start of business, Jerry acknowledged the four Trustees who were leaving the Board; namely, Elizabeth Tannenbaum, Ken Vitale, Stephen Frankel, and Wayne Licwov. He spoke highly of the time and dedication they each gave to Brooks Memorial Library, and presented them with paperweights that contained wood inlaid inscriptions of their names and years of service.

2. Minutes of February 12, 2014:

Upon motion duly made and seconded, the minutes of the February 12, 2014 Trustees meeting were approved.

3. Old Business:

A. Committee Reports:

5. Friends of the Library: (moved up in the agenda to accommodate Mary's schedule)

Mary began her report by promoting an upcoming concert: *The Land Where the Blues Began: Images and Music of the Mississippi Delta with Scott Ainslie*. The Friends will sponsor a paperback book sale on April 11-12, and an Alfred Hitchcock Suspense presentation with Rick Winston on May 22.

1. Asset Development Committee:

Adam presented the Treasurer's Report for February and discussed certain changes he would like to make in the monthly reporting.

The Committee's Fund Raising Update Discussion was put on hold pending Elizabeth Wohl's arrival at the meeting.

2. Fine Arts Committee:

Elizabeth T. reported on the following:

- The Committee is continuing its review of the Fine Art Policy;
- The King Johns Bible exhibit is still being discussed;
- Jerry will contact the Moore Free Library regarding a Thunderbolt Talk program several years ago;
- The Committee granted permission to the Friends to use an art work image on certificates to be presented to founding members of the Friends;
- The draft Deed of Gift was reviewed;
- A donation by Charles Fish of 20 Lucy Holbrook paintings was declined;

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- Vacancies created by the resignation of Simi Berman and the retiring of two Trustee committee members were discussed.

The Trustees again reviewed the draft Deed of Gift as prepared by Jerry, and agreed it was important to maintain historical data on donations made to the Library. **Upon motion duly made and seconded, the Trustees approved the Deed of Gift form as prepared, pending further review and approval by the town attorney.**

3. Building and Grounds Committee:

No meeting; however, Jerry reported that the repair/re-glue of carpet tiles in the Children's Library was completed on February 19.

4. Technology Committee:

Jerry reported that at its monthly meeting of the Catamount Library Network, he submitted his first Treasurer's report. He also reported that additional applications are coming in and that by early 2015 there should be 12 libraries in the CLN. He also reported that an on-line catalog upgrade had been implemented.

5. Friends of the Library:

See report above.

6. Teen Advisory Board:

No meeting.

B. Town Information Meeting:

Jerry reminded the Trustees of the upcoming town information meeting and encouraged Trustees to attend should questions on the Library budget be asked.

C. Trustees Appreciation Party:

It was decided to hold the Trustees Appreciation Party on Tuesday, April 8th, immediately following the Trustees meeting. The party will take place at Elizabeth Tannenbaum's house; Elizabeth will circulate an e-mail providing directions and asking for food donations.

4. New Business:

A. Trustees' Officer Slate of Candidates for 2014-2015:

Elizabeth T. then reminded the Trustees that a new slate of officers, as well as committee assignments, would be discussed and elected at the next Trustees meeting. With four Trustees leaving the Board, she encouraged the remaining Trustees to consider how and where they could serve.

B. Behavior Code Review and Guidelines:

Jerry then discussed complaints/concerns he had received regarding people sleeping in library chairs. Although this topic is not specifically addressed in BR8 - Brooks Memorial Library Behavior Code, the very act of sleeping could border on violation of the purpose of BR8. It was the recommendation of the Library Director and staff that slight changes be made to furniture configuration so as to avoid this behavior from interfering with the use, enjoyment, and safety of library resources. The Trustees agreed that a revision of the Behavior Code policy was not necessary at this time.

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Asset Development Committee fundraising discussion:

Adam then reported on the Committee's recent meeting with Christine Graham and discussed the draft fundraising plan. Mary indicated the draft plan would be discussed at the Friends meeting next week, and requested that changes be made to the draft so as to better delineate the specific tasks and role of the Trustees and of the Friends. Jerry requested that the Trustees review the draft plan and e-mail him with any questions or concerns. The plan will come before the Trustees for further consideration in April.

C. Gifts, Donations, Grants Received:

Donations received: Betty Howlett Fund \$250; Trustee of Public Funds \$932.24 (\$845.49 Dowley Fund; \$85.75 Pageant Fund). Transfer: \$4,981.25 Qtr. from Endowment to Checking. Bought: None. Sold: 280 Silver Spring Network @ \$15.9256 \$4,459.17.

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

See attached reports. Jerry also reported that the library's standards application had been reviewed and approved by the Department of Libraries, allowing use of the Vermont Centralized MARC Service and making the library eligible for certain grants administered by the Department of Libraries.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:30 PM.

Dawn Pollard, Recording Secretary

Ken Vitale, Secretary

approved 04/08/2014