

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

May 13, 2014

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jennifer Lann, Tom Murray, Robert Stack, Jane Southworth, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone; Technical Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jerry Goldberg.

1. Call to Order:

Elizabeth called the meeting to order at 4:00.

1A. Agenda Changes or Additions:

Elizabeth requested the Trustees review a draft letter to the Selectboard regarding the endowment; this will be added to the FY 2015 budget discussion.

1B. Public Comments:

None

2. Minutes of April 8, 2014 and April 29, 2014:

Jerry requested additional language to the April 8th Friends of the Library report on the Ignat Solzhenitsyn program, so that it reads: 185 people attended the Ignat Solzhenitsyn program - the largest audience for a First Wednesday lecture to date at the library. Upon motion duly made and seconded, the April 8, 2014 Trustees minutes were approved as amended.

Upon motion duly made and seconded, the minutes of the April 29, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam presented the Treasurer's Report for April indicating his reporting form will change from a monthly report to a quarterly report. Adam also noted a shift from cash to stocks; the portfolio manager is purchasing at a more aggressive level.

Adam further reported that the Committee is revising its management/investment strategy and will draft a policy statement to bring before the Trustees at a future date.

The Committee is also reviewing a memorandum of understanding with the Friends of the Library concerning fundraising and will bring this to the Trustees at the June meeting.

2. Fine Arts Committee:

No further report; minutes from recent meeting indicate the Committee is discussing:

- Fine art insurance policy review
- Saint John's Bible exhibit postponed
- Attendance at a workshop on disaster planning for historical materials
- Upcoming exhibit on Robert F. Kennedy's visit to Putney School in 1968

3. Building and Grounds Committee:

Work is continuing in the Genealogy Room by Jeanne Walsh; an update of the project will be provided in June.

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4. Technology Committee:

Jerry reported that deduplicating of the database has begun, and that various contracts with OCLC, EBSCO and Bywater are coming up for renewal.

5. Friends of the Library:

Mary reported on the following:

- April book sale brought in approximately \$1,785
- Annual meeting of the Friends will take place on May 22; original founders will be recognized
- Strolling of the Heifer book sale will be June 6-7
- Irish folksinger and storyteller will present at upcoming event

6. Teen Advisory Board:

Pam reported that only three adult members attended the most recent meeting.

B. Town Budget FY 2015 approval:

Jerry updated the Trustees on the current situation with the Town's budget, indicating that the latest directive was for a 1% reduction in department budgets. Jerry reviewed his memo to Interim Town Manager, Patrick Moreland, with the Trustees, noting that he accomplished this 1% reduction (amounting to \$6,185) by reducing the telephone budget due to an 80% discount to our E-rate received through the Schools & Libraries Division and by reducing line items for office equipment replacement; book/non-print processing; conference/membership/training/mileage; and library special programs budgets. This suggested 1% reduction means there will be no reductions to staff or library hours.

The Trustees discussed the best way to provide an explanation of the current status of the library's endowment, emphasizing the fact that the endowment has contributed to the library in every budget year, and that this contribution comes from the interest earned on the endowment. The Trustees discussed restrictions on the use of the principal.

The Trustees expanded their budget review by discussing the impact of small, neighboring libraries joining the Catamount Library Network and how that may impact non-resident fees and income. Upon motion duly made and seconded, the Strategic Planning Committee was assigned the task to examine the impact Brooks Memorial Library may realize when small, neighboring libraries join the Catamount Library Network.

C. Committee Assignments:

The Trustees then reviewed committee assignments, and, upon motion duly made and seconded, adopted the following to serve:

Asset Development

Adam Franklin-Lyons, Jerry Goldberg, Robert Stack, John Ogorzalek

Technology

Jennifer Lann, Howard Burrows, Adam Franklin-Lyons

Building and Grounds

Pam Becker, Jane Southworth, Tom Murray

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Fine Arts

Tom Murray, Pam Becker

Strategic Planning

Jane Southworth, Jennifer Lann, Ann McCloskey, Elizabeth Tannenbaum

Librarian Evaluation

Elizabeth Wohl, Jane Southworth, Robert Stack

Trustee Nominations

Jerry Goldberg, Howard Burrows, Elizabeth Wohl

Liaisons

Teen Advisory Board - Pam Becker

Friends of the Library - Jane Southworth (summer months only)

Brooks Building Board - Building and Grounds Committee member

4. New Business:

A. Amy Howlett Orientation Date:

The Trustees will meet the 2nd Tuesday in August for this orientation on best practices for Trustees.

B. Annual Review of Circulation Policies:

The Trustees gave their first reading to proposed changes to the Fine, Fee and Circulation Policies; final adoption will occur at the June meeting.

C. Gifts, Donations, Grants Received:

Donations received: Dorothy and Robert Keller \$28.80 (Islamic Horizons); Sara Moulton for Lois Moulton Fund (\$500). Transfer: None. Bought: 360 shares Orbotech @ \$14.696 (\$5,310.51). 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 6:10 PM.

Dawn Pollard, Recording Secretary

Pam Becker, Secretary