

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
June 10, 2014**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Jerry Goldberg, Jennifer Lann, Tom Murray, Robert Stack, Jane Southworth , and Elizabeth Wohl. Also present were Library Director, Jerry Carbone; Resource Librarian, Jeanne Walsh; and Recording Secretary, Dawn Pollard. Adam Franklin-Lyons appeared [participated via](#) Skype.

1. Call to Order:

Elizabeth called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

None.

1B. Public Comments:

None

2. Minutes of May 13, 2014:

Upon motion duly made and seconded, the minutes of the May 13, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam briefly discussed his Treasurer's Report per the hand-out, but had nothing further to add.

The Trustees then went into Executive Session to discuss a proposed contract with Prentiss Smith & Company. Upon exiting Executive Session, and upon motion duly made and seconded, the Trustees voted to enter into a contract with Prentiss Smith & Company to manage the endowment fund for the period June 30, 2014 to June 30, 2015. Howard abstained from the vote.

The Trustees then considered the FY 2015 proposed Investment Budget, with Jerry C. explaining that the proposed budget of \$22,750 reflected 4% of the portfolio value as of January 1, 2014. Upon motion duly made and seconded, the Trustees voted to approve the FY 2015 Investment Budget as presented.

Jerry C. then requested a first read of BR 4-5 Endowment and Gift Funds Policy, Investment Philosophy, explaining that Laurie Barrett, of Prentiss Smith & Company, found the new investment language acceptable. A second read of this policy will be done at a future Trustees meeting.

The Board then discussed a draft Memorandum of Understanding between the Trustees and the Friends of the Library concerning a fundraising appeal. Jerry C. read an e-mail from Friends President, Mary Ide, regarding questions and concerns of the Friends. The Trustees discussed a mechanism by which to resolve disputes between the Trustees and the Friends, as well as maintaining the privacy of donors. Upon motion duly made and seconded, the Trustees voted to approve the Memorandum of Understanding provisionally, with a privacy statement to be inserted as follows:

Statement of Privacy:

Both groups should consider the personal information of donors and the amount of their donations to be private information and only be routinely viewed by the treasurer of the Friends and the Trustee helping to enter data after the appeal. The

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database information will also be available, if necessary, for the use of planning future appeals by the Asset Development Committee.

It was noted that the Friends would be further discussing this MOU at its next meeting later in June.

2. Fine Arts Committee:

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

- Fine art insurance policy review
- New children's illustrator exhibit coordinator volunteer, Prudence Baird
- Eric Carle exhibit and Thunderbolt talk planned for later in the year

3. Building and Grounds Committee:

No further report.

4. Technology Committee:

Jennifer reported on the committee's recent meeting, indicating that the Committee was familiarizing itself with various technology initiatives undertaken in the past several years and how those will impact future technology revisions.

5. Friends of the Library:

Jerry C. reported on the following:

- Strolling of the Heifers book sale has brought in \$2,000 so far; the sale will continue through the end of June
- Tom O'Carroll will perform a concert later in June - *Dublin in Song and Story*
- Another concert is being planned for November

In addition, Jane and Howard agreed to act as the "liaison team" for the Friends.

6. Teen Advisory Board:

No report.

7. Nominations Committee:

Elizabeth announced her resignation as President and as a Trustee effective June 30, 2014. She will schedule a nominations committee meeting within the next few weeks to begin a search for a Trustee replacement.

Upon motion duly made and seconded, the Trustees elected Jerry Goldberg to serve as President, effective July 1, 2014.

Upon further motion duly made and seconded, Elizabeth Wohl was removed as an authorized individual from all investment accounts as of July 1, 2014, and replaced by Jerry Goldberg. [Adam](#) must also sign the authorization paperwork upon his return to Brattleboro in July.

B. Town Budget FY 2015 approval:

Jerry C. reported on the town meeting representatives approving the Town budget at their June 2nd meeting, and also noted that a referendum petition is being circulated.

C. Second Read of Fine, Fee and Circulation Policies BR6-1 through 6-8 Revisions:

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Jerry C. requested the Trustees give a second read to the revisions of the Fine, Fee and Circulation Policies. Upon motion duly made and seconded, the Fine, Fee and Circulation Policies BR 6-1 through 6-8 were approved.

D. Board Orientation, August 12, 2014, 4:45 PM:

Jerry C. indicated that Amy Howlett, from the Vermont Department of Libraries, will give an orientation to the Trustees on August 12, 2014, which will include a review of new public meetings legislation and the roles and responsibilities of Trustees. As educational credits will be earned, he encouraged all Trustees to attend this special summer meeting. [A suggestion was made that Amy address the topic of Board and Friends working together .](#)

4. New Business:

A. Children's Room Summer Reading and Summer Food Programs:

The Trustees reviewed the summer reading program and learned that Brooks Library has been chosen as an additional site to distribute lunches this summer to youth under the age of 18, three times a week.

B. Genealogy/Local History Space Project Review:

Jeanne gave an overview on plans [for and progress made](#) to repurpose and improve access to the genealogy space and local history room.

C. Volunteer Appreciation Party, Saturday, October 18, 2014, 5:30-7:30 PM:

Jerry C. indicated the annual volunteer appreciation party would be held on October 18, 2014, in the Main Room. Trustees are asked to bring desserts; more details will be discussed at a later date.

D. Security System Upgrade:

Jerry C. reported that new security gates have been installed at both entrances and DVDs will now be encased in anti-theft, locking cases. He also indicated he had received a \$900 quote for a security camera which he will propose installing in the local history room as this space is unsupervised. More details will be provided to the Trustees at a future meeting.

E. Gifts, Donations, Grants Received:

Donations received: Small Gifts J. Parker Huber \$85. Transfer: None. Bought: None. Sold: None.

F. 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 7:10 PM.

Dawn Pollard, Recording Secretary

Pam Becker, Board Secretary