

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

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Tom Murray, and Robert Stack. Also present were Library Director, Jerry Carbone; Resource Librarian, Jeanne Walsh; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Present for part of the meeting were Cor Trowbridge, of BCTV, and Amy Howlett, Library Development Consultant for the State of Vermont. Absent was Jane Southworth.

1. Call to Order:

Jerry G. called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

Jerry C. will discuss a staff change under New Business.

1B. Public Comments:

None

Jerry G. then introduced Cor Trowbridge, who spoke to the Trustees on behalf of BCTV. Ms. Trowbridge explained to the Trustees that BCTV serves Southern Windham County by producing local programming and providing public access services, and is funded by subscribers. The contract with Comcast is up for renewal and BCTV is seeking a library representative to join the “contract committee”. Mary offered to discuss this with the Friends, and Jerry G. suggested that any interested Trustee communicate with him via e-mail.

Jerry G. then introduced Amy Howlett, Library Development Consultant, and indicated she would give a presentation later in the meeting.

2. Minutes of June 10, 2014:

Upon motion duly made and seconded, the minutes of the June 10, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reviewed his Treasurer’s Report per the hand-out, indicating that the portfolio was in balance with recent stock market activity.

The Trustees then considered a second read of BR 4-5 Endowment and Gift Funds Policy, Investment Philosophy; no action was taken. The Asset Development Committee will make further revisions to this policy and bring it before the Trustees at the September meeting.

Jerry C. then reported on a bequest notification that he had received from the Estate of Ronald James Read. The library will receive 20% of Mr. Read’s estate.

Adam reported that a Memorandum of Understanding between the Trustees and the Friends of the Library had been signed concerning the annual fundraising appeal, and that the appeal would go forward even with the anticipated bequest from the Read Estate. The Asset

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Development Committee met with consultant, Christine Graham, in July where a timeline was created leading up to the mid-October launch of the annual appeal.

2. Fine Arts Committee:

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

- Gallery Walk ads
- Eric Carle exhibit

3. Building and Grounds Committee:

Jeanne reported that work is ongoing in the Genealogy Room where materials have been removed by local historical societies, family histories will be reviewed by Richard Michelman, and digitizing of local news clippings will occur.

4. Technology Committee:

The Committee has not met; however, Jerry C. reported that the library will be participating in a statewide impact survey over the next few months.

5. Friends of the Library:

Mary reported on the following:

- November 7 musical event
- Fundraising possibility in collaboration with Strolling of the Heifers and local artists recycling books into art form
- 2015 book calendar sale
- Raffle of a colonial bookcase to be constructed by a local craftsman
- Tour/dinner bus trip to Mark Twain's home in Hartford, Connecticut
- First Wednesday sponsors

6. Teen Advisory Board:

No report.

7. Nominations Committee:

Jerry G. then reported on the interviews conducted with four candidates who had applied to fill the unexpired term of Trustee, Elizabeth Wohl. The committee felt that all four candidates were strong and would be good Board members, and put forth the name of the recommended candidate. Upon motion duly made and seconded, and upon recommendation of the Nominations Committee, the Trustees voted to submit the name of Debra Loevy-Reyes to the Selectboard for consideration at its next meeting to fill the unexpired term of Trustee, Elizabeth Wohl.

4. New Business:

A. Orientation with Amy Howlett:

Ms. Howlett then presented an orientation/information session to the Trustees highlighting:

- Trustee roles and responsibilities
- Director and staff roles and responsibilities

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- Relationship between Trustees and Friends
- Assistance provided at the State level
- Revisions to the Open Meeting Law

Jerry C. reported on the resignation of an account clerk who is relocating to Virginia. This individual has worked at Brooks for over 10 years, completing many tasks vital to the smooth operation of the library. Jerry C. has reported this vacancy to the Selectboard, who will review the position and its requested replacement at its next meeting.

B. Gifts, Donations, Grants Received:

Donations received: Small Gifts - \$41.49. Replacement Fund - \$146.82. Transfer: None. Bought: None. Sold: None.

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

See attached reports. In addition, Jeanne reviewed the new pamphlet describing services offered at Brooks, and reported on a new bookmark being circulated that outlines library services available to the recently-opened Brooks House campus for Vermont Technical College and Community College of Vermont.

Robert inquired as to the success of the summer lunch program. Jerry C. reported that between five and twelve participants were served meals, and that there was possibly some carryover to library services. He indicated a more detailed report would be given next month by the Children's Librarian.

5. Adjourn:

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

Dawn Pollard, Recording Secretary