

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 9, 2014**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, Tom Murray, Jane Southworth, and Robert Stack. Also present were Library Director, Jerry Carbone, and Recording Secretary, Dawn Pollard.

1. Call to Order:

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

1A. Introduction of Debra Loevy-Reyes:

Jerry G. introduced Debra Loevy-Reyes, who has been appointed to serve the unexpired term of Elizabeth Wohl; the Trustees each introduced themselves to Debra.

1B. Agenda Changes or Additions:

Jerry C. will discuss disposition of resources in the Genealogy Room under New Business.

1C. Public Comments:

None

2. Minutes of August 12, 2014:

Upon motion duly made and seconded, the minutes of the August 12, 2014 Trustees meeting were approved as presented. Both Debra and Jane abstained as they did not attend the previous meeting.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reviewed his Treasurer's Report per the hand-out, noting a gain of over \$10,000. The Trustees then considered another read of BR 4-5 Endowment and Gift Funds Policy, Investment Philosophy. After some discussion, it was decided that the Asset Development Committee would bring this before the Trustees at the October meeting for final approval.

Adam then updated the Trustees on the annual appeal noting that a "donation button" is now installed and working on the Library's website, and that the annual appeal letter will be drafted in time for an October mailing. Adam then discussed the need for funds regarding the campaign, indicating there will be ongoing promotional and miscellaneous costs that will need to be paid. Upon motion duly made and seconded, the Trustees voted to approve a budget of \$1,000 for promotion of the annual appeal, the funds to be taken from the Wojtowicz fund.

2. Fine Arts Committee:

Tom reported that the committee had met on September 3 and discussed the following:

- Annual Appeal kick-off event
- Gallery Walk advertising
- Baylis scrapbooks

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3. Building and Grounds Committee:

No report. Robert discussed the small flower garden in front of the building, asking who maintained it and could access be gained to it. Jerry C. responded that the Library maintains the garden space, but that it is too small to provide access for sitting.

4. Technology Committee:

Jennifer reported on the committee's August 21 meeting highlighting:

- Grant funds have been used to purchase a digital camera, a portable screen and LCD projector, and a laptop
- A technology plan workshop is being scheduled for September 10 in Berlin
- Brooks is participating in an impact survey offered by EDGE Initiative. The committee will continue to discuss the current Technology Plan once the survey results are known.

Robert questioned the possibility the Children's Room loaning out technology equipment. Jerry C. indicated that the Children's Room is used by children ages 12 and younger, and that a variety of educational games are available. A suggestion was made that next summer's lunch program be an opportunity to enhance the technology equipment available at Brooks.

The Trustees then discussed the request of BCTV to have a Trustee join a committee concerning renewal of BCTV's contract with Comcast. Jerry C. will offer Robert's name to BCTV.

5. Friends of the Library:

Although Mary Ide was not present at the meeting, the Trustees reviewed her written report which highlighted:

- The re-design of the newsletter, annual brochure and Friends' logo
- Discussion of an Altered Art display/auction
- Discussion of a trip to the Mark Twain Museum

6. Teen Advisory Board:

No report, although Pam reported she had a recent conversation with a former member who shared his opinion concerning the future of this group. She will put this information together. Jerry C. reported that before this group can continue, a staff member needs to be involved.

7. Librarian Evaluation Committee:

Jerry C. indicated that the process of evaluating the Librarian needs to be started by September 30. Jerry G. and Robert are currently on the committee. Jerry G. will forward a survey to all Trustees.

4. New Business:

A. Budget 2015 Preliminary Preparations:

Jerry C. indicated that the Town had not yet provided any guidelines to town departments regarding preparation of the FY 2016 budget. He will keep the Trustees updated.

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B. November Trustees' Meeting Date:

Due to Veterans Day holiday falling on the normal Trustee meeting night, Jerry C. suggested two alternate dates. Upon motion duly made and seconded, the Trustees voted to move their November meeting to Monday, November 10, 2014, from 4:00-6:00 PM.

C. Gifts, Donations, Grants Received:

Donations received: None. Transfer: None. Bought: None. Sold: None.

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

See attached reports. The Trustees also reviewed the list of committees included in their packet, and confirmed the following Trustee committee assignments:

Asset Development - Adam Franklin-Lyons (c), Jerry Goldberg, Robert Stack

Building and Grounds - Pam Becker (c), Thomas Murray, Jane Southworth

Fine Arts - Pam Becker (c), Thomas Murray

Planning - Jane Southworth (c), Pam Becker, Jennifer Lann

Technology - Jennifer Lann (c), Adam Franklin-Lyons, Howard Burrows, Debra Loevy-Reyes

Library Director Evaluation - Jerry Goldberg (c), Robert Stack, Pam Becker

Trustee Nominations - Jerry Goldberg, Howard Burrows, Thomas Murray

Friends of Library - Jane Southworth, Howard Burrows

Brooks Building Board - Trustee from Building and Grounds

Teen Advisory Board - Pam Becker

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:35 PM.

Dawn Pollard, Recording Secretary