

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 14, 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, Resource Librarian, Jeanne Walsh, Friends Liaison, Mary Ide, and Recording Secretary, Dawn Pollard.

1. Call to Order:

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

1A. Agenda Changes or Additions:

None

1C. Public Comments:

None

2. Minutes of September 9, 2014:

Upon motion made by Robert and seconded by Jane, the minutes of the September 9, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reviewed his Treasurer's Report, noting little activity over the past month.

Jerry G. reported on the Art Treasures presentation event held on October 10, indicating that it was a successful event with between 65 and 70 people in attendance. Richard Michelman did a wonderful job telling the stories of the Fine Arts collection and many attendees participated in the self-guided tour of the art collection.

The Trustees then reviewed a draft of the annual appeal letter and discussed the best method of distributing it to library patrons. The Trustees agreed to circulate the list of potential donors among themselves, either through GoogleDocs or Excel, in an effort to identify those they may personally know so as to personalize the appeal letter with a handwritten note. The Committee hopes to have the letter ready for mailing within the next week.

In light of the upcoming VLTA Annual Conference, "Money Matters!", on November 1, the Trustees decided to postpone the adoption of a revision to BR-5 Endowment & Gifts Policy, Investment Philosophy, in case further revisions are warranted.

Jerry C. then reported on the purchase of a 3-user license of Quickbooks, and asked the Trustees to authorize the expenditure of hiring Lisa Bloch, a Quickbooks expert, in an effort to improve the efficiency of writing checks from the endowment and allow for proper reporting. Ms. Bloch will facilitate the training and set-up of a Quickbooks software program. Upon motion made by Adam, and seconded by Tom, the Trustees voted to allocate an initial \$500 toward the cost of training and set-up of a Quickbooks software program. Should it become necessary to secure more funding, the Committee will come before the Trustees at a future meeting.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 14, 2014**

2. Fine Arts Committee:

Pam reported on the Namaya exhibit currently on display, "A World Illuminated by Imagination" and indicated the Committee was continuing its ongoing policy review.

3. Building and Grounds Committee:

No meeting. Jeanne reported that the clean-out of the Genealogy/Local History collection was ongoing, with many items having been given to the Vermont Historical Society and the Cheshire Historical Society. She indicated that the local history collection will remain; however, discussion is underway as to the best way to transfer/dispose of remaining titles. A rare and used book dealer from Maine is interested in the remaining contents. Jerry has asked a Wilmington architect who hosted an exhibit on library architecture at Brooks in September for some free consultation on reconfiguration of the Main Room space. He will contact him in the near future to setup a time.

4. Technology Committee:

Jennifer then discussed the recent meeting of the Technology Committee highlighting:

- Review and participation in the Vermont Library's EDGE Initiative, a self-assessment tool;
- Additional grant-funded technology equipment (a laptop computer for patron use);
- Attendance by Howard at a technology training workshop where many technology plans were on display, as well as a summit discussing digital literacy;
- Impact survey results;
- Submission of a proposal to the Knight Foundation Grant, which would provide Digital Advisors shared among several Vermont libraries.

5. Friends of the Library:

Mary Ide reported on the following Friends activity:

- November 7th concert;
- Friends of the Library Week, October 19-25;
- 2015 calendars will be on sale beginning in November;
- Handmade Colonial bookcase made by local craftsman Paul Rodrigue will be on display in the Library and raffle tickets for purchase will be available at the Front Desk.
- Spring events include a recycled book event, as well as a panel discussion on the digital future in books.

6. Teen Advisory Board:

No meeting; however, Jerry C. reported on an invitation he had received to attend the annual Service Fair Day at BUHS on November 7, which he will attend. A transition meeting will be scheduled between Pam, Debra and Jerry.

7. Librarian Evaluation Committee:

The Trustees went into Executive Session at 6:15, returning to an open meeting at 6:30.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 14, 2014**

B. Budget 2016 Preliminary Preparations:

Jerry C. reported that he had submitted a level-funded services budget to the Selectboard, as requested, but has not received any feedback from the Town. He will keep the Trustees posted.

4. New Business:

A. VLTA & Friends Annual Conference, "Money Matters!", Nov. 1, Killington:

Jerry C. indicated at least three Trustees should attend this conference; Howard and Jerry G. indicated they could attend. It was hoped that Mary Ide would also attend.

B. VTLIB Public Library Standards: Annual Review of Policies:

Jerry C. reported the Minimum Standards for Vermont Public Libraries application and report is due in November, and indicated that among the items required for Trustee completion is the annual review of essential policies of the library. The Trustees agreed to review these policies on their own prior to the next Board meeting.

C. Gifts, Donations, Grants Received:

Donations received: \$44.95 (River Spinners). Transfer: None. Bought: Invensense Inc, 150 @ \$23.3432 (\$3,501.48). Sold: None.

D. 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 6:45 PM.

REMINDER: THE NEXT TRUSTEES MEETING IS MONDAY, NOV. 10, 4:00 PM.

Dawn Pollard, Recording Secretary
Pamela Becker, Trustee Secretary