

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 10, 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, Technical Librarian, Leslie Markey, Friends Liaison, Mary Ide, and Recording Secretary, Dawn Pollard.

**1. Call to Order:**

Jerry G. called the meeting to order at 4:00.

**1A. Agenda Changes or Additions:**

None

**1C. Public Comments:**

None

**2. Minutes of October 14, 2014:**

Upon motion made by Jane and seconded by Jennifer, the minutes of the October 14, 2014 Trustees meeting were approved as presented.

**3. Old Business:**

**A. Committee Reports:**

**1. Asset Development Committee:**

Adam reviewed his Treasurer's Report, noting an increase in the endowment value.

Jerry G. then reported that the annual appeal letter was complete and would be mailed out later this week once the Trustees added their personal notes. On inquiry, Mary Ide confirmed that all donations received would be deposited into a bank account separate from the Friends' existing bank account and would be disbursed only upon the recommendations of the Library Director and the Trustees, pursuant to the terms of the Memorandum of Understanding.

The Trustees then gave a final review to the amended BR4-5 Endowment and Gift Funds Policy, Investment Philosophy. Upon motion made by Jane, and seconded by Tom, the Trustees voted to adopt the amended BR4-5 Endowment and Gift Funds Policy, Investment Philosophy, with corrections as noted.

Jerry then reviewed the proposal from Lisa Bloch to implement a customized Quickbooks program for the Endowment Fund Accounts, noting that this software will increase efficiency and promote accuracy when withdrawing funds from these accounts. Upon motion made by Robert and seconded by Adam, the Trustees voted to authorize the Library Director to enter into an agreement with Lisa Bloch for her services in customizing a Quickbooks program for the Endowment Fund Accounts at a cost not to exceed \$3,000, said funds coming from the Wojtowicz Fund.

**2. Fine Arts Committee:**

Pam reported on the Committee's recent meeting, highlighting -

- the attendance of one committee member at a recent webinar "Collection Assessment and Preservation" ;

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- an upcoming edition of Southern Vermont Living magazine which will include an interview with Jerry on the library's art collections; and
- discussion of public exhibit space.

**3. Building and Grounds Committee:**

No meeting.

**4. Technology Committee:**

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

- additional technology equipment received from Vermont Digital Economy Project funding (laptop, projector, digital camera and portable screen) and circulation policies for same;
- distribution of draft assessment workbook regarding the EDGE Initiative Assessment;
- Howard's attendance at a Vermont Colleges and Special Libraries workshop "Let's Talk About the Web"; and
- recap of VLTA conference keynote speaker, Andrew Roskill, on accessing digital resources.

**5. Friends of the Library:**

Mary Ide reported on the following Friends activity:

- sale of 2015 Book Lovers calendar;
- receipt of \$1,270 from sale of books online through Amazon from January to November;
- low attendance at last week's concert;
- sale of raffle tickets for donated colonial-style bookcase; and
- update of Friends' brochure and newsletter.

**6. Teen Advisory Board:**

Debra reported on her and Jerry's attendance at the annual Service Fair Day at BUHS on November 7 and some ideas on events that may attract teens.

**B. Budget 2016 Update:**

Jerry C. reported that the Selectboard had completed its first review of the budget and indicated this budget session would be similar to last year's. Department meetings will be scheduled in the coming weeks; he will keep the Trustees posted.

**C. VTLIB Public Library Standards: Annual Review of Policies:**

The Trustees then reviewed selected policies, allowing Jerry to file the application and report due later this month.

**D. VLTA & Friends Annual Conference, "Money Matters!" Report:**

Jennifer, Jerry C., Jerry G., and Howard attended this conference and offered highlights.

**4. New Business:**

**A. Adult Registration Form Revision:**

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Jerry C. discussed suggested changes on the adult registration form that would notify adult users of receiving library communications. The Trustees will give these changes a second read next month.

**B. Annual Appeal Mailing:**

The Trustees will spend some time at the end of their business meeting to add personal notes to the annual appeal letters.

**C. Gifts, Donations, Grants Received:**

Donations received: \$100 (Ellie Gibbs Fund). 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:**

After completing the annual appeal letters, and upon motion duly made and seconded, the meeting adjourned at 6:30 PM.

Dawn Pollard, Recording Secretary  
Pamela Becker, Trustee Secretary

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