

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 09, 2014**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, and Robert Stack. Also present were Library Director, Jerry Carbone, and Friends Liaison, Mary Ide. Absent were Trustees, Tom Murray and Jane Southworth, as well as 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 November 10, 2014:

Upon motion made by Howard and seconded by Pam, the minutes of the November 10, 2014 meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam presented the Treasurer's Report, noting it was a great month for the endowment, which had a month-end balance in excess of \$600,000. The allocation of assets show stock holdings represented over 60%, with cash at approximately 15% and the balance in fixed income. Robert inquired as to whether the Trustees should consider changing their investment policy once the bequest comes in from the Estate of Ronald James Read. Jerry G. referred his inquiry to an agenda item to be taken up later in the meeting.

Adam then reported that approximately 1,000 annual appeal letters had been mailed and that both on-line donations, as well as mailed donations had been received thus far. Letters to the remaining 4,000 library patrons will be e-mailed in an effort to save time and mailing costs. The Trustees felt it would be helpful to know of those letters that they had written personal notes on, which patrons had actually sent in a donation so a personal thank-you note could be sent. Adam indicated the committee was looking at software that would track donations and generate a database.

Jerry C. then revisited the implementation of a customized Quickbooks program for the Endowment Fund Accounts as authorized by the Trustees at the November meeting. He indicated that the Town of Brattleboro uses a similar program and he had inquired as to the possibility of having the town set up a BML account so that invoices could be reviewed, marked with an appropriate account number, and then paid by the town. Jerry C. will implement this process and work with it, holding off on the Quickbooks installation for now.

Jerry G. then discussed the bequest to be received from the Estate of Ronald James Read, indicating that after appraising all assets, the estate had a value of just shy of eight million dollars, with the library receiving 20% after expenses. Due to the size of this bequest, Jerry G. felt that discussion should be had as to its best use and long-term investment. Pam recommended that the Strategic Planning Committee discuss this in terms of its five-year plan

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and goals, and Adam recommended that all staff and committees take the next month to gather their thoughts and suggestions and that the matter be discussed at length by the Trustees at a future meeting. Jerry G. offered to communicate with the estate attorney as to the expected timing of any distribution.

2. Fine Arts Committee:

Pam reported on the Committee's recent meeting, highlighting the presentation of the St. Johns Bible exhibit by Rory Minich. Apparently Champlain College has purchased a multi-volume set and is willing to schedule a presentation at Brooks at a future date.

3. Building and Grounds Committee:

No meeting. Jerry C. reported, however, that work has begun in the microfilm room to create more efficient use of the space on the first floor.

4. Technology Committee:

A meeting is scheduled for later in the week.

5. Friends of the Library:

Mary Ide reported on the following Friends activity:

- December book sale has generated \$2,057 so far; the sale will continue through December 18;
- ongoing raffle for the donated colonial-style bookcase;
- ongoing sale of 2015 Book Lovers calendar; and
- a new project to collect, analyze and rethink elements of the Friends story, reviewing its mission in helping to create equal access to the library and its services.

6. Teen Advisory Board:

Debra reported that a flyer had been distributed to the BUHS book group; she will attend the group's December meeting and discuss the teen advisory board.

7. Trustees Nomination Committee:

Jerry G. asked the Trustees to notify him within the next few weeks as to any vacancies so that the nominating committee could recruit new Trustees in time for the town's annual meeting warning.

B. Budget 2016 Update:

Jerry C. reported that the Selectboard had reviewed budgets during two recent work sessions, but that to date, no specific questions or comments had been sent back to him.

C. Adult Registration Form revision, 2nd reading:

The Trustees then reviewed for a second reading the adult registration form that had been edited to include third-party access language. Upon motion made by Pam, and seconded by Robert, the Trustees approved and adopted the Adult Registration Form, as amended.

4. New Business:

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A. Personnel Changes:

Jerry C. announced that Sandy King, Children's Librarian for the past 28 years, would be retiring on December 27; the Trustees discussed how to recognize Sandy for her many years of faithful service.

Jerry C. also indicated that Sandy was recommending her assistant, Lindsay Bellville, to be her replacement, and the Trustees agreed. Jerry C. reported that the job description has been revised to broaden the responsibilities to all youth, and recruitment would begin shortly for the assistant position.

B. Review of Annual Public Library Report FY 2014:

The Trustees briefly reviewed the annual report submitted to the Vt. Department of Libraries.

C. Staff Holiday Party, January 15, 2015:

Jerry C. discussed the annual staff holiday party to be held on January 15, 2015; Jerry G. offered to coordinate the food and will be in communication with the Trustees.

D. Gifts, Donations, Grants Received:

Donations received: \$26.10 Robert Keller (Islamic Horizons). Bought: Praxair Inc.; IBM; Express Scripts Hldg.; Halyard Health. Sold: Sapient

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

See attached reports. Jerry C. also announced that the Windham County Bar Association would be holding its annual meeting later this week where it will discuss the donation of funds to the library for legal research opportunities.

5. Adjourn:

Upon motion made by Pam, and seconded by Adam, the meeting adjourned at 6:25 PM.

Dawn Pollard, Recording Secretary

Pamela Becker, Trustee Secretary