

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 11, 2015**

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; Friends Liaison, Mary Ide; Recording Secretary, Dawn Pollard; and Technical Librarian, Leslie Markey.

1. Call to Order:

Jerry G. called the meeting to order at 4:50.

1A. Agenda Changes or Additions:

None

1B. Public Comments:

None

2. Minutes of January 13, 2015:

Upon motion made by Pam and seconded by Jane, the minutes of the January 13, 2015 meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam presented the Treasurer's Report, speaking on the Ronald Read bequest. He reported that the bequest of 1.2 million dollars had been received and that an additional residual distribution is expected. Adam reported to the Trustees the investment recommendations of Laurie Barrett, Investment Manager, Prentiss-Smith, indicating that 10% will be withheld for use by the Trustees for capital-related projects and that the remaining cash will stay in the endowment account until appropriate investments can be purchased. *Upon motion made by Adam and seconded by Robert, the Trustees voted that of the 1.2 million dollars received from the Ronald Read Estate, \$120,000 will be withheld and used by the Trustees for capital projects and the sum of \$1,080,000 will be deposited into the endowment.*

Adam then discussed a recommendation of the Asset Development Committee that \$200,000 of the \$1,080,000 going into the endowment be separately invested in a one-to-two-year short term account. The Trustees authorized the Committee to further research this recommendation and to bring it before the Trustees at a future date.

Adam then reported that the 2014 annual appeal was ending, having received over \$20,000 in donations. The Committee and the Friends will discuss how to tie this in with the Read bequest in acknowledging those who had donated.

2. Fine Arts Committee:

Pam reported on behalf of the Fine Arts Committee indicating that Jerry C. will schedule the St. Johns Bible exhibit as a life-long learning program, and that the Committee will work with the Friends on the altered book proposal.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 11, 2015**

3. Building and Grounds Committee:

Pam reported that after a two-year break, the Building and Grounds Committee had met and discussed the progress that had been made during that time on de-cluttering and reorganizing. She also reported that a local architect (and former Trustee) had met with the committee and toured the building offering vision and direction toward space and storage needs. The architect made several recommendations and suggested creating a 1, 2, and 3-year plan. The Committee will seek further input from the architect.

4. Technology Committee:

Jennifer reported on EDGE action plan items, attendance at a networking meeting with Brattleboro Area Techies, and the loan agreement terms for the VDEP equipment. Upon motion made by Jennifer and seconded by Tom, the Trustees voted to approve the E-Device/Equipment User Agreement and In-House Equipment Library Laptop Agreement as presented by the Technology Committee, with the understanding that future revisions made be made, if necessary.

Jennifer also reported on BiblioBoard v. open source options (Omeka), indicating that an assessment will be made for future discussion. Jennifer also noted that the Committee is considering additional technology needs using Read bequest funds.

5. Friends of the Library:

Mary Ide reported that the Friends will be wrapping up the 2014 Annual Campaign and discussing how it ties in with other donations made, including bequests such as the one from the Read Estate. **Mary asked the board members to give feedback about talking points re the bequest and the role of the Friends.**

6. Teen Advisory Board:

Debra reported that she had attended the January book group at BUHS and was in discussion with the BAMS librarian on suggested student activities. Robert noted he had observed a group of young people being tutored in the library on obtaining their GED and questioned how this population (and others within the community) could be better served. Debra will take his comments under consideration.

7. Planning Committee:

Jane will schedule a joint meeting with Building & Grounds, as well as other library committees, to continue the strategic plan status and discussion.

8. Trustees Nomination Committee:

Jerry G. reported that two candidates had applied for the vacant Trustee position and that interviews had been conducted. Upon motion made by Tom and seconded by Robert, the Trustees accepted the Nomination Committee's recommendation that Susan Troy be placed on the ballot as a Library Trustee at the upcoming town representative meeting.

B. Budget 2016 Update:

Jerry C. reported that the proposed FY 2016 budget had been accepted by the Selectboard and will be brought before the town representatives at the upcoming town meeting.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
February 11, 2015**

C. Assistant Youth Services Librarian Hire:

Jerry C. announced that 20 applications had been received for this position, and that four qualified candidates had been selected. Interviews were held and Paige Martin was hired to fill the position of Assistant Youth Services Librarian.

4. New Business:

A. 2014 Volunteer Report:

The Trustees reviewed the annual report prepared by Circulation Manager/Volunteer Coordinator, Therese Marcy, and acknowledged and thanked her for the work in putting this report together.

B. Vermont Public Library Standards Change:

Jerry C. reviewed a letter from State Librarian Martha Reid regarding a change in Minimum Standards for Public Libraries. The standards will be suspended until a new set of standards is developed.

C. Gifts, Donations, Grants Received:

Donations received: \$30 in memory of John Penfield.

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

See attached reports. Robert discussed the Children's Room Report, speaking in support of the Summer Food Services Program, noting that Brooks Memorial Library is being asked to participate in the summer lunch program five days a week. Upon motion made by Robert and seconded by Jennifer, the Trustees voted to participate in the Summer Food Services Program, offering summer lunches five days a week.

5. Adjourn:

Upon motion made by Jane, and seconded by Tom, the meeting adjourned at 6:55 PM.

Dawn Pollard, Recording Secretary

Pam Becker, Board Secretary