

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 14, 2015**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, Jane Southworth, Robert Stack, and Susan Troy. 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 4:50, and welcomed Susan Troy as the newest Trustee.

1A. Officer Elections:

Jerry C. indicated that the first order of business was the election of officers. Upon motion duly made and seconded, the following slate of officers was elected to serve the ensuing year:

President - Pam Becker
Vice President - Jane Southworth
Secretary - Jennifer Lann
Treasurer - Adam Franklin-Lyons

1B. Committee Assignments:

Newly-elected President, Pam Becker, then took over the meeting and indicated the next order of business was committee assignments. Brief descriptions of the Standing and Ad Hoc Committees were then given, and the Trustees were encouraged to communicate with Pam by e-mail as to their preferred committee assignments. Howard requested that the Trustees consider a Vermont Library Association liaison or committee; the Trustees will discuss this further at the May meeting.

1C. Agenda Changes or Additions:

Two items were added: Howard would like a discussion on the Vermont Library Association; Jerry C. would like to share some correspondence. Jerry G. requested that the Friends of the Library report be moved to the beginning of Committee Reports.

1D. Public Comments:

None

2. Minutes of March 10, 2015:

The minutes of the February meeting were corrected to properly reflect that Howard's report regarding the Vermont Library Association include the fact that he had attended the board meeting, and that Debra's report on the Teen Advisory Board include the fact that laptops had not yet arrived, and that the flyer to the court diversion program regarding this was ready, but not yet distributed. Upon motion duly made and seconded, the minutes were adopted as amended, with one abstention.

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3. Committee Reports:

B. Friends of the Library: (moved up in the agenda)

Mary Ide distributed a copy of the April newsletter that has gone out to 140 members. She also reported on the ongoing book sale, indicating that \$2,000 had been raised so far, and that a Giving Tree will be in the Children's Room in May where contributions of craft materials can be made. The Friends' May 14, 2015 annual meeting will include a performance by Mark Greenberg. Mary also reported on the useful training received at recent Marlboro Board Leadership Workshops.

A. Asset Development Committee:

Adam then discussed a request which will come before the Trustees in May regarding withdrawal from the endowment. The 4% endowment withdrawal has been historically calculated by using the January endowment balance. The Asset Development Committee discussed what level to consider and a potential idea is to go with the current amount invested rather than either the January amount or the current full account amount. Inasmuch as part of this withdrawal will support restoration of hours, the Asset Development Committee will await detailed calculations from Jerry C. as to what additional funds will be needed and will provide more details to the Trustees at the May meeting.

Adam also reported on the discussion of opening a Certificate of Deposit with a local bank using Read bequest funds. Again, more details will be provided at the May meeting.

Jerry C. reported that an informational page regarding the Read bequest will be added to the Library's website, providing links to various news articles and general philanthropy discussion.

C. Fine Arts Committee:

Pam then reported on the continuation of decluttering and the moratorium on art exhibits after May 2016 in an effort to improve on use of space.

The Trustees then considered a second reading of the revised BR9-Fine Arts Policy. Upon motion duly made and seconded, the Trustees approved the revised BR9-Fine Arts Policy.

D. Building and Grounds Committee:

Jerry C. distributed a task timeline created by architect/consultant Jim Williams with regard to developing a plan for use of Library space. Because it is anticipated the fee associated with this proposed timeline will exceed \$5,000, Jerry C. will draft the required request for quotes. No further action was taken.

E. Technology Committee:

Jennifer briefly highlighted the recent committee meeting.

F. Teen Advisory Board:

No report due to time.

4. Unfinished Business:

A. Review of March 21 Town Meeting:

No report due to time.

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B. Photography and Video Recording in the Library Policy (2nd read):
Postponed to May meeting due to time.

C. Town Manager's Review of Town Operations & Financing Planning:

Jerry C. briefly discussed Town Manager Peter Elwell's project to lead department heads in a comprehensive review of town operations and financial planning, analyzing specific programming within the department and assigning appropriate proportions of the budget to each program. This will be an ongoing effort over the next several months.

Jerry C. also discussed his review of new positions within the Library and revisions to some of the job descriptions.

5. New Business:

A. Library Director Recruitment Process:

Jerry C. then distributed a proposed timeline to the Trustees regarding the recruitment of a new Library Director, indicating he had already discussed this with Town Manager Peter Elwell, who requested that he be a part of the process. Jerry G., Jennifer, and Debra volunteered to serve on the Recruitment Planning Committee. Adam volunteered to serve on the search committee.

6. Other:

A. Department Reports: Library Director; Reference Libraries Reports; Children's Room Programs' Report; Library Statistics:

See attached reports.

B. Gifts, Donations, Grants Received:

None

Howard briefly spoke on the upcoming Vermont Library Association, to be held in Winooski on May 19, encouraging all Trustees to both attend and join as a voting member of the VLA.

Jerry C. read a letter from the 2nd - 4th grade class at Community House requesting more open hours at the Library.

7. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 7:00 PM.

Dawn Pollard, Recording Secretary
Jennifer Lann, Board Secretary