

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 12, 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; Technical Services Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard.

1. Call to Order:

Pam called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

None

1B. Public Comments:

None

2. Minutes of April 14, 2015:

Upon motion duly made and seconded, the minutes were adopted as presented.

3. Committee Reports:

A. Asset Development Committee:

Adam discussed a requested endowment draw with the Trustees; upon motion made by Adam and seconded by Robert, the Trustees voted to approve the FY 2016 Endowment budget as presented, which would represent withdrawing the sum of \$47,630 as the annual endowment draw.

Also, upon motion made by Adam and seconded by Jane, the Trustees voted to withdraw the sum of \$10,000 from the Schorling Fund.

Also, upon motion made by Adam and seconded by Jerry G., the Trustees voted to invest the sum of \$200,000 in a one-year Certificate of Deposit at Brattleboro Savings and Loan Association.

B. Friends of the Library:

Mary announced the upcoming annual meeting of the Friends later this week, as well as the Strolling of the Heifers book sale to be held on June 4, 5, and 6. She indicated the April book sale raised over \$2,000.

C. Fine Arts Committee:

Pam reported the Committee is working on upcoming exhibits, as well as the ongoing library space needs. Howard reported he has acquired an altered tattoo book which could be considered a future auction item.

D. Building and Grounds Committee:

The Trustees reviewed and discussed three proposals for architectural services which had been submitted in connection with library space needs. Upon a vote of six to one, with two abstentions, the Trustees accepted the proposal of Greenberg Associates. The Committee has scheduled a series of meetings to continue the space needs discussion.

The Trustees then considered the request from Lindsay Bellville, Youth Services Librarian, to close the Children's Room May 21 and 22 for the purpose of changing the layout of the room. Upon motion duly made by Jane and seconded by Jennifer, the Trustees voted to approve the May 21-22 closure of the Children's Room as outlined in Lindsay's memo.

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E. Technology Committee:

No meeting; however, Jerry C. reported that the Friends of the Library have approved an expenditure of \$1,000 to contract with BiblioLabs for access to their electronic content, and that all FiberConnect libraries are testing bandwidth speeds four times a week.

F. Teen Advisory Board:

Debra reported that a recent scheduled event had no teens in attendance; she is hoping to schedule a Skype author presentation in October during literacy week.

G. Library Director Recruitment Committee:

Jerry G. reported that a committee had been formed and held its first meeting; work will be ongoing throughout the summer and fall. Upon motion made by Jane and seconded by Deborah, the Trustees voted to approve the committee with the following members serving: Peter Elwell, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, Lindsay Bellville, Leslie Markey, Jeanne Walsh, Mary Ide, and Mary White.

The Trustees discussed sending a letter in collaboration with the Friends to library donors announcing Jerry C's. retirement. Pam and Mary agreed to work on this.

4. Unfinished Business:

A. Committee Assignments:

The Trustees reviewed and discussed changes to the committee assignments; Jerry C. will revise the list. Howard will be added as a liaison to the Vermont Library Association.

B. Photography and Video Recording in the Library Policy (2nd read):

Upon motion made by Jane and seconded by Howard, the Trustees adopted the Photography and Video Recording Policy as presented.

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

Jerry C. briefly discussed the analysis he had submitted regarding improvement of services, avoiding budget increases, and reconfigured spaces, to be discussed and reviewed by the Selectboard.

5. New Business:

A. Annual Review of Nonresident Fee Assessment:

Jerry C. then discussed the annual review of nonresident fees; the Trustees will review this in greater detail at the June meeting.

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:

Jerry C. reported there were several donations within the past month totaling \$619.79. These included a distribution from the Trustee of Public Funds from the Dowley Fund (\$422.51) and Pageant Fund (\$42.54). In addition, two donations totaling \$125 were received for nonprint, and a single donation of \$29.70 was received for a magazine subscription.

7. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:35 PM.

Dawn Pollard, Recording Secretary
Jennifer Lann, Board Secretary