

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**June 9, 2015**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, Jane Southworth, and Susan Troy. Also present were Library Director, Jerry Carbone; Youth Services Librarian, Lindsay Bellville; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Robert Stack.

**1. Call to Order:**

Pam called the meeting to order at 4:45.

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

Howard will speak about a safety/emergency procedure during the Technology Committee's report.

**1B. Public Comments:**

None

**2. Minutes of May 12, 2015:**

Howard asked that the minutes reflect his relationship as a liaison to the Vermont Library Association/American Library Association. Upon motion duly made and seconded, the minutes were accepted as amended.

**3. Committee Reports:**

**A. Asset Development Committee:**

Adam reported that a \$200,000, one-year Certificate of Deposit at Brattleboro Savings and Loan Association has been opened.

Adam also reported that our portfolio manager, Prentiss Smith & Company, is now charging an annual management fee of one-half percent. Upon motion made by Jane and seconded by Jerry G., the Trustees voted to authorize the signing of a Fee Management Agreement with Prentiss Smith & Company as recommended by the Asset Development Committee.

Adam then discussed the Ronald Read event, noting that the anticipated cost of a suggested speaker was higher than expected. Speaking on behalf of the Friends, Mary indicated their willingness to support some of the expenses, but also voiced the Friends' concern that the event not be perceived as a political event. The Trustees discussed alternative speakers and options for creating a scholarship using Read funds. The Asset Development Committee will continue this discussion.

Lastly, upon motion made by Adam and seconded by Jane, the Trustees voted to fund staff improvement projects up to \$20,000.

**B. Friends of the Library:**

Mary announced the Strolling of the Heifers book sale was successful, earning nearly \$2,000 to date; the next book sale will be in December. She also reported that the summer newsletter is being mailed out later this week and that a chamber music event is being planned for July 24.

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**C. Fine Arts Committee:**

Howard reported that the Committee is discussing maintenance of its artifact collection. Jerry C. reported that a contract has been reviewed in connection with the Eric Carle picture book exhibit, indicating that the Friends of the Library will be sponsoring this exhibit.

**D. Building and Grounds Committee:**

The Trustees briefly discussed the special facilitated meeting held on May 28, noting that a meeting with architect, Chip Greenberg, is scheduled for June 11. Jane indicated she would be scheduling a meeting of the Planning Committee so as to keep it involved with the ongoing Refresh, Replace, and Renovate discussions.

**E. Technology Committee:**

Jenn reported that BiblioBoard, an e-book platform subscription, was now available, however it is still being tested off-site. Jerry C. gave a brief demonstration to the Trustees. Jenn also reported that the laptop donation is on hold, an update to the printer/scanner/copier is being considered, and that a new position - Electronic Services and Support Specialist - is being advertised.

"Howard asked if an emergency procedure or protocol was in place to deal with situations with patrons that would require immediate action. Jerry C. replied that there is a behavior code in place, which is part of the BML Safety Policies (2010). Susan indicated her willingness to work with the staff in implementing a procedure to deal with a more urgent, critical situation.

**F. Teen Advisory Board:**

Debra reported that a GED flyer has been sent to Youth Services, and that a date specific has been chosen for a Skype author presentation during literacy week in October.

**G. Library Director Recruitment Committee:**

Jerry G. reported that the committee is moving along in its search; a job description, as well as information on the Town and the Library has been drafted. A press release announcing Jerry's retirement and inviting applicants to apply to the position will be distributed in early July. Jennifer will post the job on a library list serve.

**H. Vermont Library/Trustees Association:**

Howard attended the annual conference, along with several other Trustees.

**4. Unfinished Business:**

**A. Annual Review of Nonresident Fee Assessment:**

Jerry C. discussed the annual review of the nonresident fee assessment and recommended an adjustment to make the fee comparable to the Town's per capita tax support of \$64.28. Upon motion made by Jerry G. and seconded by Jane, the Trustees voted to increase the nonresident annual fee to \$62 on September 1, 2015 with an increase to \$64 on July 1, 2016; the six-month card to \$32; and the two-year card to \$110, with extra cards remaining at \$5.

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

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Jerry C. reported on his submission of a draft analysis focusing on improved services, avoiding increases in the Town budget, and the reconfiguring of space. He will continue looking at ways in which to improve operational efficiencies.

**5. New Business:**

**A. Board of Trustees By-Laws Review:**

Jerry C. then discussed with the Trustees the requirement to review their By-Laws every three years; no action was taken.

**B. Summer Meeting Schedule:**

It was the consensus of the Board that the current work load necessitates at least one summer meeting. The Board scheduled its next regular meeting for Tuesday, July 14, 2015, at 4:45 PM.

**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:**

No report.

**7. Adjourn:**

Upon motion duly made and seconded, the meeting adjourned at 6:40 PM.

Dawn Pollard, Recording Secretary