

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
July 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:**

Pam called the meeting to order at 4:45.

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

Jane asked to speak about scheduling a meeting for the Planning Committee.

**1B. Public Comments:**

None

**2. Minutes of June 9, 2015:**

Jerry C. made a correction to section F. Teen Advisory Board, indicating that an author presentation will be scheduled October 3 during the Brattleboro Literary Festival. Upon motion duly made and seconded, the minutes of the June 9, 2015 meeting were accepted as amended.

**3. Committee Reports:**

**A. Asset Development Committee:**

Adam reported the Committee is considering events for the next annual appeal, and also reviewed a summary of capital funds, with Jerry C. noting the following additional funds:

Brattleboro Postcards - \$650

George Brooks - \$435

Helen Durante Bequest - \$3,400

FY 2014 carryover from the invested fund budget - \$7,000

**B. Friends of the Library:**

Mary announced the upcoming Baroque Quartet concert on July 24, the September 17 Mucho Gusto Cuban culture event and the November 23 Tony Barrand concert. She also reported that the fall newsletter will include information on the annual appeal; the Trustees will submit a report on current space needs and use of the Read bequest.

**C. Fine Arts Committee:**

Jerry C. reported the loaner of the James Fisk bust had offered to sell the bust to the Library. Jerry C. explained that Richard Michelman had appraised the bust and that the Fine Arts Committee had funds available for this purpose. The Committee will continue discussing this at its next meeting. Howard also reported that a framed photo of the Civil War hospital had been scanned and e-mailed to the National Cemetery Association, and that the photo had then been reframed with an acid free mat and UV protected glass.

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**D. Building and Grounds/Planning Committees:**

Pam reported that the Building and Grounds Committee had met multiple times over the past few weeks, both with and without Chip Greenberg, the architect. She reviewed architectural plans with the Trustees that showed changes and improvements to the Children's Room (to include a new kid-sized bathroom), creating a new Young Adult area, installation of a handicapped unisex bathroom, addition of more storage in the staff lounge, creating a small meeting space in the genealogy room, and adding smaller work spaces and a more defined reference area on the main floor. The Committee will present a detailed cost estimate to the Trustees at a future meeting.

Jane distributed a proposed agenda for an upcoming Planning Committee meeting, the date to be announced. Jeanne will be added to this Committee.

**E. Technology Committee:**

Jenn reported that the laptop donations will arrive in August or September. Jerry C. reported that the newly created Electronic Services Support Specialist position had been filled, with the new employee already having started. After a brief orientation period, the position will be profiled on the website or possibly through the Friends newsletter so patrons will know of this available service. Robert expressed hope that this staff person could spend some time in the Children's Room teaching technology to the younger patrons.

Jenn continued her report by highlighting the ongoing discussions concerning the printer/scanner/copier; the Makerspace grant which Jerry C. will discuss further in the agenda, and the launching of a Facebook page by the Children's Room.

**F. Teen Advisory Board:**

Debra reported no activity, other than her contact with the group working on GED requirements.

**G. Library Director Recruitment Committee:**

Jerry G. reported that although the committee had not met, it has worked on preparing a job description and producing documents needed for press releases and advertisements. Applications will be submitted through the Town and will be reviewed by the Committee.

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

Howard reported plans are underway for the November Friends/Trustees meeting.

**4. Unfinished Business:**

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

The Trustees then spent time on a second reading of By-Law BR-2. After some discussion it was decided to continue the matter to a future Trustees meeting.

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

No report.

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**C. Restoration of Library Hours in September:**

Jerry C. reported on his discussion with Town Manager, Peter Elwell, concerning restoration of hours, to be discussed and approved at the August 4 Selectboard meeting. Jerry C. indicated that funds from Books, General will be transferred to Staff Salaries, which will provide the funds needed to restore hours to a full-day on Saturday (10-5) and open Thursday mornings (10-6) effective September 12.

**5. New Business:**

**A. Maker Programs in Vermont Libraries Grant:**

Jerry C. then discussed the grant funding enabling the Children's Room to offer STEAM (Science, Technology, Engineering, Art and Mathematics) programs.

**B. August Meeting:**

The Board scheduled its next regular meeting for Tuesday, August 11, 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 made by Jennifer and seconded by Jane, the meeting adjourned at 6:50 PM.

Dawn Pollard, Recording Secretary  
Jennifer Lann, Board Secretary