

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

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, 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. Absent was Jennifer Lann.

1. Call to Order:

Pam called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

Pam asked to brainstorm comments to include in the annual appeal letter during the Asset Development Committee's report.

1B. Public Comments:

None

2. Minutes of July 14, 2015:

A correction to the date of the Friends' Mucho Gusto Cuban culture event was noted; the event will take place on September 16. Upon motion made by Jane and seconded by Jerry G., the minutes of the July 14, 2015 meeting were accepted as amended.

3. Committee Reports:

A. Asset Development Committee:

Adam reported on the Town's approval of increased library hours, and the Committee's efforts in scheduling the annual appeal kick-off event, as well as an event honoring Jerry C. at his retirement.

The Trustees then brainstormed ideas for comments to be included in the annual appeal letter, including:

- 645 new card holders
- Update on the Ronald Read bequest
- Update on space needs assessment
- Availability of on-line resources
- Lifelong learning events
- Hiring of an Electronic Services Support Specialist

Adam then presented a Treasurer's report, noting that the first quarterly investment had been received, and that Prentiss Smith is gradually increasing purchase amounts. The Committee is taking a closer look at the quarterly report and investment strategies being implemented by Prentiss Smith; Adam noted that the portfolio was 52% invested in equities.

B. Friends of the Library:

Mary announced the recent Baroque Quartet concert was very successful, with 120 people in attendance and revenue of over \$1,000. She also reported that the fall newsletter will include a feature story on Jerry C.'s retirement, information on the annual appeal, profiles of

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three new staff members, and an update on space needs and assessment. Lastly, Mary reported that an exhibit and sale of altered books will be scheduled for March 2016.

C. Fine Arts Committee:

No August meeting.

D. Planning Committee:

Jane reported that the Committee had reviewed existing strategic planning objectives and goals and had created new tasks and service priorities. The Committee will meet again in September to continue this work.

E. Technology Committee:

Jerry C. reviewed options for a scanner/printer/copier, which the Committee will continue to evaluate.

Jerry C. then discussed the hiring of Cal LaFountain, Electronic Services Support Specialist, and indicated that Cal is already meeting with patrons and becoming acquainted with library services. Cal was in the building at the time of this meeting, and was introduced to the Trustees.

Jeanne gave a brief demonstration of Biblioboard.

F. Teen Advisory Board:

Debra briefly reported on the BUHS book club, and noted the absence in the schedule of a skype talk; Jerry C. will look into that.

G. Library Director Recruitment Committee:

Jerry G. reported that applications from near and far had been received and that review of those applications would begin around the first of September. In the meantime, the Committee is formulating interview questions and will schedule interviews from mid-September to mid-October.

H. Vermont Library/Trustees Association:

Howard indicated he had attended recent meetings where future technology options were discussed. He also indicated that planning for the November Friends/Trustees meeting is underway.

4. Unfinished Business:

A. Board of Trustees By-Laws Review:

Pam then requested a review of By-Law BR-2, noting that input received from the Trustees since the last meeting had been incorporated into the draft. After some discussion, and upon motion made by Jane and seconded by Debra, the matter was tabled to the next Trustees meeting.

Jerry C. then updated the Trustees on discussions with architect, Chip Greenberg. Upon motion made by Jane and seconded by Adam, the Trustees voted to appropriate funds up to \$2,500 for the preparation of construction drawings and specifications necessary for the project.

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

5. New Business:

A. Board Recording Secretary Resignation:

The Trustees discussed the resignation of Dawn Pollard, Recording Secretary, and her replacement. Discussions will be had with other Town departments for possible options.

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.

Jane questioned Jerry C. on his Director's Report concerning how to keep track of sustainable energy projects. Jerry C. suggested that the Building and Grounds Committee could discuss this further with Margaret Dillon, a consultant with Sustainable Energy Education and Demonstration Services.

7. Adjourn:

Upon motion made by Jane and seconded by Jerry G., the meeting adjourned at 6:45 PM.

Dawn Pollard, Recording Secretary

Jennifer Lann, Secretary (not present)