

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 8, 2015**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jennifer Lann , Debra Loevy-Reyes, Jane Southworth, Robert Stack, and Susan Troy. Also present were Library Director, Jerry Carbone; Technical Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jerry Goldberg. Present for part of the meeting was Architect, Chip Greenberg.

**1. Call to Order:**

Pam called the meeting to order at 4:45.

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

Jerry C. announced that architect, Chip Greenberg, would join the meeting at 5:00 for a presentation.

Jerry C. also discussed a resource sharing grant being made available through the Vermont Department of Library. He indicated that this potential grant would support postage costs for interlibrary loan resource sharing. Upon motion made by Jane and seconded by Debra, the Trustees voted to pursue this potential resource sharing grant.

**1B. Public Comments:**

None

**2. Minutes of August 11, 2015:**

Pam asked that the minutes from last month's meeting reflect that the Trustees brainstormed ideas to be included in the annual appeal letter as part of the Asset Development Committee's report. Upon motion made by Jane and seconded by Robert, the minutes of the August 11, 2015 meeting were accepted as amended.

**3. Committee Reports:**

**A. Asset Development Committee:**

Adam presented a Treasurer's report, noting that preparation of the report occurred shortly after the recent stock market fluctuation. He also noted that Prentiss Smith had shifted some funds toward legacy companies. Adam then pointed out to the Trustees that the endowment withdrawal amount will be increased in the next fiscal year, and that his recommendation would be to have a specific plan in place to support the increased amount. Jerry C. indicated that the current replace, refresh, renovate project should be a designated capital project, with funding in place. More discussion on this will take place over the next few months.

**Replace, Refresh, Renovate Project:**

Chip Greenberg then joined the meeting and reviewed drawings and cost estimates with the Trustees. Chip explained in detail the proposed changes to be made in the library, as well as the recommended timeline and estimated costs. After some discussion, and upon motion made by Jane and seconded by Debra, the Trustees voted to proceed with Phase 1 (as identified and

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staged by the architect) at an estimated cost of \$90,384, with the understanding that there may be adjustments.

Adam then continued with the Asset Development Committee report, distributing a draft of the annual appeal letter for the Trustees to consider. Edits will be made in time for the letter to be mailed by November 1.

**B. Friends of the Library:**

Mary announced:

- a meeting to be held September 15 to honor and recognize the publishing and printing business.
- an author meeting to be held September 16 on Cuban culture and cuisine.
- a short story presentation on October 5.
- the development of the Friends' website.
- Board is looking for new members.

**C. Fine Arts Committee:**

Please refer to committee minutes.

**D. Planning Committee:**

Please refer to committee minutes.

**E. Technology Committee:**

No further report.

**F. Teen Advisory Board:**

No further report.

**G. Library Director Recruitment Committee:**

Leslie reported that 28 applications had been received.

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

Howard indicated the Board was meeting in Brattleboro on September 9; the meeting will include lunch at the Marina and a tour of Brooks Memorial Library. More details on the November 7 Friends/Trustees meeting will be forthcoming.

**4. Unfinished Business:**

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

The Trustees continued their review of By-Law BR-2. Howard requested that language from the town charter be incorporated into the by-laws. Adam then moved the following amendment to the first sentence of Article I-General Provisions:

“The Brooks Memorial Library is a department of the Town of Brattleboro, as established in the Brattleboro Town Charter, Section 7. The Board of Trustees, under the authority of the laws of Vermont,…”

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Debra seconded the amendment, which, upon vote, was approved by the Trustees.

Upon additional motion duly made and seconded, BR 2 of the Brooks Memorial Library By-laws was duly adopted, as amended, pending review by the town attorney.

**B. Restoration of Hours Plan:**

As noted in the Library Director's Report, staffing for the increased hours has been put in place. Restored Saturday hours will go into effect on September 12; restored Thursday hours will go into effect on September 17.

**C. Library Renovations Update:**

Previously discussed with architect, Chip Greenberg.

**D. Board Secretary Recruitment:**

Jerry C. announced that a new Recording Secretary for the Trustees has been found. The Trustees thanked Dawn for her years of service to them.

**5. New Business:**

**A. FY 2017 Budget Preparation:**

Also as noted in the Library Director's Report, budget preparations will be under way, with the first budget draft due to the town by September 18. Jerry C. will have more to discuss with the Trustees in October.

**B. First Wednesday Lecture Series:**

Jerry C. reported that the First Wednesday schedule has been finalized; brochures and flyers advertising the events are available.

**C. Volunteer Appreciation Party, October 24, 5:30-7:30:**

Jerry indicated plans are underway for the volunteer appreciation party.

**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 6:50 PM.

Dawn Pollard, Recording Secretary  
Jennifer Lann, Board Secretary