

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**October 13, 2015**

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

**1. Call to Order:**

Pam called the meeting to order at 4:50.

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

Jerry C. announced that architect, Chip Greenberg, had provided copies of Space Planning Study Report.

The location for the December 8<sup>th</sup> meeting will have to be moved.

Jerry C. also stated that there has been a request for additional parking near the Main Street entrance door. It has been suggested that a 30 or 15 minute drop-off space be requested at the traffic safety committee meeting on November 19.

**1B. Public Comments:**

None

**2. Minutes of September 8, 2015:**

Upon motion made by Jane and seconded by Jenn, the minutes of the September 8, 2015 meeting were accepted.

**3. Committee Reports:**

**A. Asset Development Committee:**

Adam presented the proof of the Annual Appeal letter – there are some minor changes needed but overall the letter looks good. Two things to be done: approve budget and set date and format for letter signing party. Adam moved and Jerry G seconded to allocate no more than \$1500 from Wojtowicz fund for printing and mailing annual appeal letter. Unanimously passed. Letter signing party set for November 3 at 5PM with pizza. Lists of last year's signing and new patrons to be reviewed and initialed.

**“Your Library Looks to the Future” event:**

October 29 – Friends will send invitations, past Library directors will attend. Chip Greenberg will be present to chat with guests about the renovation project. Catering to be arranged by Adam. Funds for this event were approved at a prior meeting. Attendance expectation of 50 people.

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**B. Friends of the Library:**

Mary announced:

- The Friends have a new brochure.
- There is a new board member – Amir Flesher.
- Board is still looking for new members.

**C. Fine Arts Committee:**

Please refer to committee minutes. There was also concern raised about security of the new space. Restricting access would also restrict access to genealogy collection.

**D. Planning Committee:**

Please refer to committee minutes. Next meeting November 5 at 4:30pm.

**E. Technology Committee:**

Jenn summarized committee minutes. Susan expressed concern that fees for multi-function printer would have to be carefully considered to avoid undercutting fee at Staples. Library provides service for patrons, not a place to print large projects.

**F. Library Director Recruitment Committee:**

Jerry G reported that there are 3 interviews scheduled. Following the final interview on October 19<sup>th</sup> the committee will meet to discuss results. Depending on outcome of interviews the Trustees may meet again prior to next scheduled meeting.

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

Howard announced that there will be a VLTA meeting in Burlington on November 7 at which Mary Ide will be one of the speakers. At least 3 Trustees or Friends members should attend as the registration fee is discounted 20% for three or more. Mary, Howard and possibly Jerry C will attend.

**4. Unfinished Business:**

**A. Budget:**

Budget has been submitted. Selectboard will meet Tuesdays in November to review budgets. As the first meeting is to be November 10 – same night as the next Trustees meeting – the Trustees meeting will be changed to 4pm-5:30 pm so that Jerry C can attend both meetings. Jerry C has requested that the library budget be on the November 24<sup>th</sup> Selectboard agenda.

**B. Volunteer Appreciation Party:**

Jerry moved and Adam seconded that the library will close at 3:30 on October 24 to allow staff time to set up for the party and that \$300.00 be approved as a budget for same.

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**5. New Business:**

**A. 3D Systems – 3D Printer Grant:**

With no motion made it was decided to proceed with grant application.

**B. Genealogy/Local History Collection project update:**

Jeanne's report commended. Only concern DAR items. Pam will write letter.

**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:**

One donation received in memory of Jean Bozetarnik.

**7. Adjourn:**

Jerry G made motion to adjourn at 7:40pm.

Jane Fletcher, Recording Secretary

Jennifer Lann, Board Secretary