

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2015**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Jane Southworth, Robert Stack, Jennifer Lann, and Debra Loevy-Reyes. Jerry Goldberg and Susan Troy arrived late. Adam Franklin- Lyons attended through Skype. Also present were Library Director, Jerry Carbone; Reference Librarian, Jeanne Walsh; Recording Secretary, Jane Fletcher. DAR representatives Alice Carrier and Sara Morse were present for part of the meeting. Absent: Mary Ide, Friends Liaison.

1. Call to Order:

Pam called the meeting to order at 4:10. On a motion made by Jane and seconded by Jenn, the board immediately entered executive session to discuss a personnel matter. The regular meeting reconvened at 4:20 at which point Jerry G made the motion to ratify the appointment of Starr LaTronica as the new Library Director effective January 19, 2016. Jane seconded the motion. Unanimously passed.

1A. Agenda Changes or Additions:

Jeanne requested that the holiday breakfast be added to New Business.

1B. Public Comments:

Alice Carrier spoke on behalf of the DAR (Daughters of the American Revolution) about changes in the local history room. After lengthy discussion it was agreed by both the DAR representatives and the library trustees that a formal agreement be made between the two organizations regarding the continuing relationship between the local chapter of the DAR and the library relating to the library storing some DAR materials. The DAR will draft the historical information concerning the past relationship with the library and the Library will draft future access and storage responsibilities.

2. Minutes of October 13, October 22 and November 3, 2015:

Upon motion made by Debra and seconded by Jenn, the minutes of the all three meetings were accepted.

3. Committee Reports:

A. Asset Development Committee:

See meeting minutes.

B. Friends of the Library:

Mary was unable to attend Jerry C summarized her report.

- There is a new board member – Wendy Collins.
- Vermont Library Friends/Trustees Annual Meeting was very interesting and worthwhile
- Holiday book sale will be Dec 4th and 5th, 2015.

C. Fine Arts Committee:

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2015**

Please refer to committee minutes.

D. Planning Committee:

Please refer to committee minutes. Jane recommends that the Board read at least the summary of the Aspen report. The report is available online or at the library – ask Jeanne.

E. Technology Committee:

Jenn summarized meeting – minutes not yet available. Technology sessions with Cal going well. The multifunction printer should be installed next week. The library now has a Pinterest site – no pins yet but good potential.

F. Library Director Recruitment Committee:

Jerry G commends the members of the Recruitment Committee: for their good work and cooperation in the process. Jerry C thanked Jerry G and all of the committee members for their work. Members were:

Jerry Goldberg, trustee, committee chair
Peter Elwell, Town Manager
Mary White, Brattleboro resident, director of Howe Library, NH
Mary Ide, President of the Friends
Jeanne Walsh, Reference Librarian
Lindsay Bellville, Youth Services Librarian
Leslie Markey, Cataloging Librarian
Adam Franklin-Lyons, trustee
Jennifer Lann, trustee

G. Vermont Library/Trustees Association:

Howard reported that there were 120 people present for the Annual Conference on November 7, 2015 in Burlington. The programs were excellent and Howard recommends that if the conference is held next year more of the board should try to attend.

4. Unfinished Business:

A. Budget:

The full 59 page proposed Town Budget was supplied with board packet. The Selectboard will meet Tuesdays through November and December to review Jerry C has requested that the library budget be on the November 24th Selectboard agenda. There are a few variations in the library budget from this year. Overall the library budget is below last year's level.

B. Genealogy/Local History Collection project update:

See public comment section of minutes.

5. New Business:

Holiday breakfast:

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2015**

Jeanne requested that the library delay opening until 11AM on Friday, December 4, 2015 for the annual holiday potluck breakfast for the staff, volunteers, Friends, and Trustees. Motion was made by Jerry G and seconded by Jane. Unanimously accepted.

A. GMLC/Vt. Dept. of Libraries Courier Service Pilot Project:

There is to be a statewide pilot program launched in January 2016 using Green Mountain Messenger Service to ship materials between the 100 participating libraries. Brooks will have 3 stops per week which should have a beneficial impact on the postage budget.

B. Uncollected Fines Procedure:

Fines will have to be paid before the library card can be renewed. Card renewal is annual. Staff agrees with this procedure. No motion was made as this is a procedural rather than policy issue.

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:

Nothing to report

The December 8, 2015 meeting will be held a 4:00PM so that Jerry C and interested board members can attend the Selectboard meeting.

7. Adjourn:

Motion to adjourn made by Jane and seconded by Debra at 5:40pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary