

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

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

1. Call to Order:

Pam called the meeting to order at 4:05.

1A. Agenda Changes or Additions:

Add request regarding planned giving information to Asset Development Committee report.

1B. Public Comments: none

2. Minutes of November 10, 2015:

Upon motion made by Jane and seconded by Jerry G, the minutes were accepted.

3. Committee Reports:

A. Asset Development Committee:

Adam is creating a document with text explanation and dollar amount of all funds to be available by the January Trustees meeting. Board members prefer not to have any fund designation with 'miscellaneous' in the title. Adam will offer fund name suggestions in January.

There is a brochure available with information about planned giving. This will be sent to the person inquiring and Adam will follow up with a call.

The Annual appeal has garnered over \$3000 dollars so far. Adam will update website with current figures.

B. Friends of the Library:

Mary reported the following:

- Holiday book sale on Dec 4th and 5th, 2015 has collected \$2200. The remaining items will continue to be available until December 18. January newsletter will publish final amount.
- Short stories series through the Humanities Council and sponsored by the Vermont Country Store finished last night. The next series to begin in January is Latino-American Reading Discussion Series.
- Altered books program is getting underway.

C. Fine Arts Committee:

Please refer to committee minutes.

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D. Planning Committee:

On hold pending arrival of new Library Director.

E. Technology Committee:

Multifunction printer to be installed December 9, 2015. By Friday, December 11, 2015 both copying and wireless printing capabilities should be functional.

The free Robotics workshop for ages 7+ is fully booked.

F. Vermont Library/Trustees Association:

Howard, ALA/VLA Liaison, reported that the midwinter ALA 4 day meeting in Boston will be January 8-12. For more information visit 2016.alamidwinter.org.

Trustees are encouraged to join ALA – membership fee \$49 annually. Three Trustees at least should join. Howard would like the names.

There was discussion on lobbying the legislature to maintain library funding at the State level.

4. Unfinished Business:

A. Budget:

The budget will be review by the Selectboard at their December 8, 2015 meeting. Pam, Jane and Robert plan to attend in support. Jerry C will give short speech on how the library has developed since its inception.

B. Genealogy/Local History Collection project update:

Pam attended the DAR meeting on November 14, 2015. An agreement still needs to be drafted regarding DAR materials – Jerry C will check with Town Attorney regarding limited access issues in a public repository.

5. New Business:

A. Library Director Transition:

Jerry Carbone's last day as Library Director is December 18, 2015. The new Director arrives January 19, 2016. In the interim Jerry C will continue as a contract employee working from his home and attending meetings and events as needed. There was some discussion on what the Board's responsibility will be in offering assistance or guidance to the new Director.

B. Vermont Public Library Annual Report FY 2015 - Highlights:

See attached report.

C. Trustees for Town Meeting Warning:

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The following names will be submitted as nominees: Pam Becker, Howard Burrows and Jane Southworth.

D. Community Open House for Jerry Carbone's retirement:

This will be held December 18, 2015 from 4-7pm. Jane moved and Jerry G seconded that \$1175 be expended from miscellaneous funds for food and the Board's share of the entertainment. Passed unanimously.

6. Other:

A. Department Reports: Library Director; Reference Librarian's Reports; Library Youth Services Report; Library Statistics:

See attached reports.

B. Gifts, Donations, Grants Received:

Nothing to report

Jerry Carbone thanked everyone for the "over the top" efforts being made to honor his retirement. It is all much appreciated.

Jerry G asked that the minutes acknowledge the library staff for the exemplary annual breakfast. The board appreciates everyone's efforts.

7. Adjourn:

Motion to adjourn made by Deb and seconded by Jerry G at 5:45pm.

Jane Fletcher, Recording Secretary

Jennifer Lann, Board Secretary