

Call to Order / 4:45 PM

1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of June 14, 2016

**3. COMMITTEE UPDATES/ REPORTS**

- A. Friends of the Library-Joyce Marcel, President
  - Activities update
- B. Buildings and Grounds Committee—Pamela Becker, Chair
  - Update, Meeting 7/21/16 and 8/4/16
- C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
  - Treasurer's Report and Update, meeting 7/28
- D. Fine Arts Committee-- Howard Burrows, Chair
  - Update
- E. Planning Committee—Jane Southworth, Chair
  - Update, Meeting 6/16/16, 6/30/16, 7/14/16, 7/28/16
- F. Technology Committee—Jennifer Lann, Chair
  - Update
- G. ALA/VLA—Howard Burrows, liaison
  - Update

**4. NEW BUSINESS**

- A. DAR draft agreement
- B. Meeting room usage policy + Library Bill of Rights

**5. OTHER**

- Department Reports: Library Director; Reference Librarian Reports
- Personnel actions

**6. ADJOURN**

BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
June 14, 2016

Present: Trustees Pam Becker, Jane Southworth, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Susan Troy, Robert Stack, and Adam Franklin-Lyons. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher.

Absent: Howard Burrows

1. Call to Order:

Pam called the meeting to order at 4:45pm.

1A. Agenda Changes or Additions:

Under Unfinished Business add Children's Room position update, and minutes template.

New Business: Starr attending ALA conference.

1B. Public Comments: none

2.

Minutes of May 10, 2016:

Upon motion, made by Jane and seconded by Robert, the minutes were approved.

Committee Reports:

3.

A. Friends of the Library:

In the absence of Joyce Marcel, Friends President, Starr reported that the June book sale did well. Figures will be available at the next meeting.

B. Building and Grounds Committee:

See minutes of May 10 and May 25 meetings.

Construction manager candidates to be interviewed on June 15. Steve, Chip, Starr, Jane, Robert and Prudence McKinney are selection committee.

Following the hiring of a construction manager the Buildings and Grounds committee will continue to meet monthly, and the selection committee will be reconfigured to a 3 person committee of Robert, Jane and Starr to meet weekly with construction manager as the job committee overseeing the project.

The library will need to publicize the schedule and potential disruption of service during the construction period. Also that the project is entirely funded from the Read bequest.

C. Finance/Asset Development Committee:

Adam presented the revised treasurer's report showing quarterly figures. Upon recommendation of John Ogorzalek, a former board member, the report will include performance measures to compare the library's investments to the general stock market.

The meeting with Prentiss Smith and Company was attended by about half the board and was generally informative. See meeting minutes.

BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 14, 2016

Robert recalled that at a previous board meeting it was discussed to display the names of previous trust donors somewhere in the library so that the names are not forgotten when the funds are gone. General agreement but no decisive plan made.

Next Action: Investment Funds Expenses report and Endowment Funds Expenses reports to be modified in the same manner as the treasurer's report.

Next Action: Create a construction budget to show how the \$120,000 allocated to the project are intended to be spent.

D. Fine Arts Committee:

See minutes

A question was raised regarding the Wikipedia project. There was extensive discussion on how Wikipedia works, who uses it and how Brooks would be promoted by the project.

E. Planning Committee:

See minutes. The next meeting will be on Thursday, Jun 16 when the feedback from the community conversations will be discussed.

F. Technology Committee:

See minutes.

The staff members who attended the NELA (New England Library Association) Digital Privacy: A Practical Approach for You and Your Patrons think this would be a good topic for a brown bag lunch at the River Garden.

G. ALA/VLA:

Starr, Connie and Howard attended the VLA (Vermont Library Association) conference on May 18<sup>th</sup> where they learned a lot about the role of libraries in community change.

Discussion with new board members about ways to learn about the responsibilities and opportunities for board members. There are funds available for the trustees to attend the upcoming Trustees conference in November.

4.

Unfinished Business:

A. Programming position – job description:

Starr handed out a revised job description. The position can now be advertised.

B. The children's room position has been interviewed and a candidate will be offered the position.

C. Jenn will create a minutes template based on her technology committee meetings for all minutes to follow using bullets and Next Action statements.

BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 14, 2016

5. New Business:

A. Construction Manager Proposal:

This was discussed in 3B.

B. Parental permission for internet usage by patrons under age 16:

The existing form will be revised to automatically include internet access and clarify to parents that the library does not restrict access.

6. Other:

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

See reports.

Starr will be attending the Annual ALA meeting in Orlando for 4 nights at a cost of approximately \$1000.00

Motion: Robert moved the \$1000 be authorized from the Wojtowitz fund to cover this expense.

Connie seconded. Unanimously passed.

The next board meeting will be August 9.

Robert spoke with Starr recently about ensuring that the young adult section had accessible resources about sexuality and that the library is a safe and welcoming place for everyone. Starr has already spoken to the staff about creating book displays on the main floor and in the children's room about sexuality and families of all kinds. The reference librarian has also had inquiries from Green Mountain Crossroads about additional databases and Starr is considering possibilities for a community forum.

7. Adjourn:

Motion to adjourn made by Jane at 6:37pm.

Jane Fletcher, Recording Secretary

Jennifer Lann, Board Secretary

**Agenda: Changes or additions:** Starr will report on her meeting this week with Peter Elwell.

Brooks Memorial Library  
Buildings and Grounds  
MINUTES August 4, 2016

**Committee Members Present:** Jane Southworth, Jennie Rowe, Starr Latronica, Elizabeth

Tannenbaum, Lindsay Belleville, Leslie Markey, Jeanne Walsh, Pamela Becker

**Absent:** Robert Stack, Christine DeVallet, Prudence MacKinney, Paige Martin

**Others present:** Chip Greenberg, architect; Steve Horton, Project Manager; Anthony Girardi,

Construction Manager from GPI; Adam Franklin-Lyons, BML Trustee/Chair of the Finance

Committee.

**Call to Order:** 8:00 AM

**Public Comment:** none

**Minutes of July 21, 2016** approved.

**Old Business:**

Plan for linoleum removal in Meeting Room has not yet been researched.

**Next action:** Following this meeting Anthony Girardi, GPI CM, will consult with Steve Horton, OPM, and look into bidding this out and also look into whether there may be need for any

other linoleum removal in the future YA and Tech Services areas.

b. Starr reported on how much of the \$20,000, original amount allotted by the Board of Trustees,

has been spent up to this point: \$ 9000 mostly in fees, plus \$7016 is encumbered for cabinets and cupboard storage.

c. Other Library funds that can be tapped for expenses: Loud Funds for art storage, (\$5700,) and the Brooks Building Fund, designated for furniture, (\$5000.) Starr reported that in her meeting with Peter Abel he stated that there are no town funds available for BML improvements right now. (More details of that meeting are below, # 7.)

d. Adam reported on the recent discussion held by the Finance Committee regarding funding of the renovation project. At the August 9th meeting, the full board will have to vote for funding beyond the original \$20,000 and \$120,000 amounts which already were approved.

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**New Business :**

a. Report from Steve Horton about Master Budget. He created a two page template which lists

the hard cost and soft cost items with dollar amounts thus far. The current amount needed to fund

the project is \$164,307. Of the dollar amounts currently listed, some may be omitted and some others will be added.

**Next Action:** Steve will send us the template as a spreadsheet for ongoing use by the Construction

Committee, by Starr and by the Finance Committee.

b. Anthony Girardi, GPI/CM, distributed copies of the revised Preliminary Budget which breaks down the costs within the 15 work zones. He then reviewed the budget. There was discussion and feedback about items.

**Key Points: -**

The question of ventilation/heat/air conditioning in the “glass box” rooms was raised and will be addressed.

Work zones 5 and 10, (Glass Rooms and Mezzanine Office & Vestibule,) will be considered together as they involve a space which is to be divided.

Work on the main library entry doors will be done at the same time as the Reading Room floor, (work zones 6 and 7). Steve will look into whether there is grant money for the doors.

In future budget drafts, the cost details for the YA space and the Technical Services space will be listed separately.

There was discussion about the quality of linoleum squares to be used in the Meeting Room. Better quality is better for that area which is used by so many.

Duct work may be worked on during project but not extensively because the HVAC 2017 project will impact this.

**Addition to the Agenda**

Starr reported on her meeting with Peter Elwell:

He said that there are no town funds available for BML improvements right now.

He thinks that we may need to give the SelectBoard an update on our renovation plans and was going to check with Bob Fisher about that and let us know.

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Meeting **Adjourned at 10:15 AM**

**Next meeting is scheduled for: TBA - Doodle Poll will be distributed.**

Minutes recorded by Pamela Becker

Brooks Memorial Library  
Buildings and Grounds  
MINUTES July 21, 2016

**Present:** Jane Southworth, Robert Stack, Jennie Rowe, Starr Latronica, Elizabeth Tannenbaum,  
Christine DeVallet, Prudence MacKinney, Lindsay Belleville, Leslie Markey, Paige Martin,  
Jeanne  
Walsh, Pamela Becker

**Others:** Chip Greenberg, architect, Steve Horton, Project Manager, Joe Girardi,  
Construction  
Manager from GPI

**Absent:** none

**Call to Order:** 8:00 AM

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**Agenda: Changes or additions:** Define communication chains.

**Public Comment:** none

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**Minutes of** June 25, 2016 approved.

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**Old Business:**

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Report from Construction Committee about the hiring of Construction Manager - Steve Horton said that the contract for GPI has been reviewed by the town lawyers and is ready for signing. The Construction Committee, (Starr, Robert and Jane,) will be given copies.

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**New Business :**

a. Report from Steve Horton about progress re. plans, timeline and budget.

**Key Points:**

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Steve said he has vetted both the plan and estimate and feels the prices are conservative and reasonable.

The total amount is more than we initially budgeted for but reflects changes made in the plan and some costs that were not initially listed.

He said that we can eliminate parts of the plan or establish phases. (Chip Greenberg responded that he recommends we consolidate phases and that may save us some money.)

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**Discussion:** Committee members questioned parts of the plan and prices.

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There was clarification about the CM fee versus the project costs. Joe Girardi, the CM from

GPI Construction noted that when they bid on the project they were given the original "Space Planning Study Report" of 10/15, and when they made up the current Preliminary Budget estimates they were working with recently revised building plans. The changes are reflected in the budget document with yellow highlighting.

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Question: What was the process for those changes? Response: They were the result of ongoing meetings among staff and Chip Greenberg as specific needs were defined. Also, in the original plan there were no prices quoted for electrical work. Originally the architect was told to not address any ceiling or electrical work because HVAC work will be done in 2017.

**PRELIMINARY BUDGET DISCUSSION** - This budget is based on the schematic designs. Joe Girardi said that they were told to bid on 15 work zones/locations and two phases of work, so there is separate pricing for each of those 15 work zones/locations. (The reason for the work zones was to help with scheduling, Chip said.) Joe went through the 8 page budget with us and focused his comments on the highlighted areas.

- Steve suggested that the pricing of the zones be listed separately so the owners can decide whether the work should be done or not.

There were several places in the design where “voice data” was not given a cost because it had not been included. Steve said that we need to have a revised estimate for what we add. It was suggested that the use of terms “Phase 1, Phase 2” be eliminated. The committee will look at the plan and help decide sequencing.

**Next actions: Needed for the next B&G meeting scheduled for 8/4. With this additional information ready, the Buildings and Grounds Committee hopes to be able to make a recommendation to the Board of Trustees for their meeting on 8/9 when they will decide funds to be spent.**

- **A budget will be developed without the costs of furniture items. (i.e. book shelves, other shelving and cabinets, desks...) (CM)**

**Chip will make revisions in the plans to reflect consistent nomenclature. (Architect)**

**The total cost for all of the electrical work will be separated out. (CM)**

**Steve Horton will put together a Master Budget for the Board of Trustees ; this will be all inclusive, reflecting all construction costs and fees for design, permits, managers, etc... (OPM)**

**Starr will look at other sources of money in various funds. She will also develop a list of what monies have been spent on the project up to this point. (Director) Steve will begin looking into a schedule for the linoleum removal in the Meeting Room. (There was discussion about a need for this public meeting space to be worked on in September.)**

**We'll request that the Finance Committee also hold a meeting prior to 8/9 in order to become familiar with the building project budget needs.**

**The committee and Board of Trustees must decide how much we are willing to spend and if all or part of the plan will be done .**

**Once we decide on the final plan and budget, Joe will bid it out.**

6 b. (Other New Business) Need for a Design Committee -

This small group will make decisions about furniture and colors of furnishings and wall, etc... so that

the Library has a uniform design. Starr said that that as well as department heads, other staff members may wish to be involved in this committee. It was also suggested that perhaps Board trustee Connie Bresnahan may wish to participate. Christine DeVallet said that she is willing to be a member of the group.

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#### **Additions to the Agenda Communication**

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It was clarified that the Construction Manager communicates with Steve Horton and he will communicate with the Construction Committee. Once the construction work begins there will be regular in person meetings of that committee with the CM.

**Meeting Adjourned at 10:00 AM**

**Next meeting is scheduled for: August 4, 2016, 8:00 AM in the Meeting Room**

Minutes written by Pamela Becker

<b>LIBRARY ENDOWMENT REPORT</b>	Fiscal Year	7/1-9/30	10/1-12/31	1/1-3/31	4/1-6/30	Fiscal Year
<b>2015-16 ACTIVITY AND ASSET SUMMARY</b>	Start of Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year Summary
<b>Beginning Market Value of Assets (BMV)</b>	1,799,855.78	1,799,855.78	1,730,328.57	2,004,737.87	2,017,641.94	1,799,855.78
<b>Gifts, Bequests and other Contributions</b>			240,000.00		96,000.00	336,000.00
<b>Net Income (Dividends, Interest, etc.)</b>		5,202.02	6,745.63	6,368.25	11,616.15	29,932.05
<b>Disbursements</b>						
Withdrawal for Brooks Library (\$47,360.00 total)		-11,840.00	-11,840.00	-31,840.00	-11,840.00	(67,360.00)
Quarterly Mgmt Fee to Prentiss Smith		-2,000.86	-1,914.29	-2,257.35	-2,404.19	(8,576.69)
Foreign Taxes Withheld*		-471.46		-65.90	-590.26	(1,127.62)
<b>Gain (Loss) in Market Value of Assets (MVA)</b>		(60,416.91)	41,417.96	40,699.07	10,779.32	32,479.44
<b>Investment Endowment</b>	1,599,855.78	1,530,328.57	1,804,737.87	1,817,641.94	1,921,202.96	1,921,202.96
Desposit Account (CD) at BS&L	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
<b>Ending Market Value of Assets</b>		1,730,328.57	2,004,737.87	2,017,641.94	2,121,202.96	2,121,202.96
<b>1. Allocation of Assets</b>						
<b>\$ Allocation</b>						
Cash and Equivalent	731,859.85	546,460.12	197,960.50	17,025.20	318,639.52	318,639.52
Fixed Income (Bonds & CDs)	55,999.15	103,143.77	589,658.35	663,780.94	542,182.15	542,182.15
Equities (Stocks)	775,085.29	843,575.49	980,513.15	1,136,835.80	1,060,381.29	1,060,381.29
Equities (Mutual Funds)	36,911.49	37,149.19	36,605.87	-	-	-
<b>Total Ending Market Value of Assets</b>	1,599,855.78	1,530,328.57	1,804,737.87	1,817,641.94	1,921,202.96	1,921,202.96
<b>% Allocation</b>						
Cash and Equivalent	45.75%	35.71%	10.97%	0.94%	16.59%	16.59%
Fixed Income	3.50%	6.74%	32.67%	36.52%	28.22%	28.22%
Equities	48.45%	55.12%	54.33%	62.54%	55.19%	55.19%
Mutual Funds	2.31%	2.43%	2.03%	0.00%	0.00%	0.00%
<b>Total Market Value of Assets</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>2. Performance Measures</b>						
<b>Total Return = Net Income + Gain in Value</b>		(55,214.89)	48,163.59	47,067.32	22,395.47	62,411.49

<b>Rate of Return = Total Return / BMV</b>		-3.07%	2.78%	2.35%	1.11%	3.47%
<b>Change in Stocks Only Value</b>						
<b>% Change in Stocks Only Value</b>		0.00%	0.00%	0.00%	0.00%	
<b>Other Accounts:</b>						
<b>3. xxxx-4868 (Mem &amp; Alloc Funds, etc)</b>	44,725.33	60,480.64	57,733.75	79,157.45	75,603.02	75,603.02
<b>4. xxxx-3811 (Calista &amp; Schorling)</b>	55,615.17	43,315.64	44,498.79	45,264.37	46,182.43	46,182.43
<b>5. xxxx-7577 Loud Fund</b>	25,763.27	24,625.74	25,512.99	26,101.85	26,785.68	26,785.68
<b>6. Xxxx-3335 Brn, Froth, Wyatt, Jerard</b>	40,215.81	36,692.70	38,356.67	39,461.05	40,743.51	40,743.51

**Brooks Memorial Library  
Asset Development Committee  
MINUTES  
July 28, 2016 8:30-10:00 AM  
Library Meeting Room**

**Attending** - Trustees: Robert Stack, Adam Franklin-Lyons, Jenny Rowe, Pam Becker, Jane Southworth; Friends: Connie Kimball, Joyce Marcel; Starr Latronica, library director;

1) Call to Order / 8:30 AM

2) Agenda/Changes or additions

3) Public Comment

4) Old Business

— Review of investment meeting with Prentiss Smith

The market is currently up - this is a good way to measure whether or not our picks are actually better than the general market - we need the numbers of comparison by the year to see if our portfolio is doing better than the market (in an ETF or otherwise).

— Further discussion with Friends about Annual Appeal

\* Proposal from previous meeting: single campaign for membership and appeal all together with an “opt-out” for mailings and newsletters.

\* Additionally, we will start signaling the items (like the new design mac) that have come from the annual appeal so we know where the money is going. There will be a general PR push to identify what the friends pay for and where the money is going. Keep describing the differences between the endowment and the annual fund.

\* Currently the money makers are the annual appeal and the book sales - concerts generate less. Recently, we’ve had a big run on Amazon books, so that’s going well.

\* Joyce feels that we need to do it - the question is do we do it as a single event >> send in October and describe is as November for Thanksgiving for the library - that’s the month when you give!

\* Present the new construction and identify particularly the components of the construction that will be annual appeal funded. 2017 is the 50<sup>th</sup> anniversary of the building! We can use that as part of the general appeal. How specific should we be? The friends mission does not allow for things like furniture, but we can identify things that will come from friends appeal.

\* There is general trustee support for calling everyone a friend.

\* Multiple check boxes: get involved, volunteer, donate money, etc. This is an appeal about the public. - stickers that say "I'm a friend, are you? BML"

\* the 50 year anniversary can help us describe the two scopes of money - we hope to have the building work well for another 50 years, but we also need funds to keep everything running well inside the library and keep the supplies and books and resources current, and that's where the friends really come in.

\* There's also the strategic plan and where we're going over the next five years - there's been a lot of public outreach.

\* Some sort of society for repeat givers, or a category of loyalty (This really can be the friends decision, as well.) This could also celebrate the "first time donor." some sort of drawing? That takes running.

\* A friend is a friend and categories undermine the equality of the library itself. We don't give new books first to big donors.

**Next Steps:** Arrange for a discussion or meeting with friends and trustees to continue planning; Pam and Joyce will prepare a preliminary letter. At next meeting, plan possible small visit with trustees/friends to talk about how the construction is going (late Sept or early October)

## 5) New Business

- Presentation of Annual Endowment Draw Budget

\* Why do we transfer quarterly? Dividends are paid quarterly, but mostly it's tradition.

\* the \$74,600 comes from a 4% of the endowment as of January 1<sup>st</sup> - this is somewhat conservative, but is how we've done it in the past and is appropriate to remain slightly conservative.

\* Also, we increased the "board approved projects" to 10K for this year, in part to be flexible with the capital project.

\* adjust the "short term funds" category to reflect what we've actually spent and make the "budgeted" at 0.00 since that's the amount we're adding this year.

**Next Steps:** propose the budget at the trustees meeting for full approval; Adam will adjust the errors and titles as suggested by the committee.

- Discussion of Capital Funds and Building Plans

\* Proposed instead of designated

\* Robert Stack: very unhappy with the 270K budget - feels like a bait and switch because they presented a low fee, but the other three construction bids all placed the cost at 250K rather than 120K. But then they upped the estimate to 270K which also ups their fee.

\* Jane S. - this reflects a bunch of new changes (and additions) to the plans that would up the amount for the entire project (electrical is a big component of the increased costs.) Part of this is communication, perhaps on Chip's part, to let them know what it did and did not include.

\* The percent overhead of GPI was still less than the other proposals by several percent.

\* Costs so far on the Ronald Reed - virtually all consultants (Chip Greenberg and Steve Horton) but also include some standing desks and kick stools. Also include a few specific purchases on

improvements. There is also an encumbrance for \$7,000 for shelving that we need for storage room and supplies.

- \* It is difficult to keep changing things, each of which costs money in planning before we even begin improvements (and we're up to several thousand already.)

- \* We need a deadline for these things (supervisors' meeting Tuesday morning) so that we can cut off the changes/additions. We need to decide what are we going forward with and begin the projects.

- \* The 270K budget probably reflects pretty close to the actual budget for the project, but it's still quite shockingly high. The communication is still the main question: we lose trust in their good faith to do what they said when communication and transparency is not forthcoming.

- \* Trustees have full power to manage property - we don't need permission to do it, but we can check with them. Jerry Carbone, Adam, and Pam did attend a selectboard meeting to check on new construction and the town was in full support.

- \* What elements in the budget are the general maintenance of the library. Steve should go through the budget and highlight elements that are not "improvements." Also, we need to identify which elements can be grant funded.

- \* If the bill runs up to \$200,000, we will be able to use the Read residuals to cover the difference - we do not need to tap into our designated permanent endowment to cover these costs. However, we should attempt to get the costs down.

**Next Steps:** Request Steve go through and distinguish between routine maintenance and new construction, look at what could be grant funded, possible small projects that can be broken out. Adam will attend the B&G meeting on Aug. 4<sup>th</sup>. at 8:00 AM.

6) Meeting Adjourn - 10:00AM

**NEXT MEETING DATE: TBD**

**Brooks Memorial Library**

Strategic Planning Committee

MINUTES

July 14, 2016

4:30-6:00 p.m. Local History Room

Present: Jane Southworth, Chair, Jennifer Lann, Pam Becker, Howard Burrows.

Absent: Connie Bresnahan, Sue Troy

Staff Present: Starr LaTronica, Jeanne Walsh. Absent: Lindsay Bellville

Citizen Member: Elizabeth Tannenbaum

1. Call to order 4:38 p.m.
2. No changes to the agenda
3. No public comment, none present.
4. Minutes of June 30, 2016 approved as presented.
5. Old Business: the entire business of the meeting was taken up with the review and creation of the survey for the library plan.

The committee had begun work on the survey previously, and a revised draft had been circulated and revised again. Starr presented the current draft, stating that she had discussed it with Town Planning Director Rod Francis, who had stated he thought more fruitful answers would come if the survey was opened with general, open-ended questions. Discussion ensued with arguments for and against beginning with specific vs. general questions. In the end, an entirely new questionnaire was developed, consisting of four (4) open questions (Part A) followed by 10-15 more specific ones.

People will be asked to do both, but can do only A or B if they feel so inclined.

We will send Part A to the Friends Board to test these out.

Parts A and B are appended to these minutes.

6. Discussion ended at 6:00 p.m. Meeting adjourned

7. Next meetings July 28, August 10, (Wednesday) and August 25.

BROOKS MEMORIAL LIBRARY  
Strategic Planning Committee Minutes  
Meeting of July 28,2016  
Local History Room 4:30 p.m.

Present: Jane Southworth, Howard Burrows, Jennifer Lann, Susan Troy,Pam Becker, Elizabeth Tannenbaum, Starr LaTronica, Lindsay Bellville.

Absent: Connie Bresnahan, Jeanne Walsh

1. Meeting Called to order at 4:34 p.m.
2. No changes to the agenda
3. No members of public present to comment.
4. Minutes of July 14, 2016 reviewed and approved
5. Old Business:
  - a. Survey. The entire meeting was taken up reviewing and revising the survey to be used both online and in person. Revisions suggested by Howard Burrows were adapted, with survey questions grouped according to topic. Response words were changed as well as the format. The revised survey has been sent to committee members for review, with comments to be sent to Starr/Jane.
  - b. Plans, assignments, schedules were not covered due to lack of time.
6. New Business- none
7. Meeting adjourned at 6:00 p.m.
8. Next meetings: August 10 (Wed) and August 25, Thurs, both at 4:30 p.m. in the Local History Room.

**Brooks Memorial Library**

Brattleboro, Vermont

Strategic Planning Committee

Meeting of June 16, 2016

4:30 p.m. Library's Local History Room

**Minutes**

Present: Trustees: Committee Chair, Jane Southworth; Recording, Howard Burrows; Pam Becker; Connie Bresnahan; Jennifer Lann; Susan Troy. Staff: Library Director, Starr LaTronica; Children's Librarian, Lindsay Belville. Public: Elizabeth Tannenbaum. Absent: Reference Librarian, Jeanne Walsh

1. Call to Order: Jane called the meeting to order at 4:30pm
2. Review and Adjust Agenda: No changes
3. Review and accept minutes of May 16, 2016
  - a. Some discussion of level of detail. Minutes accepted without change.
4. Public Comment: None
5. Discuss Community Conversation meetings of May 19 and 23, 2016. What did we hear and what did we take from it?
  - a. Starr LaTronica reviewed and commented on recorded public ideas
    - i. ACTION: Starr will forward recorded comments to the group
    - ii. ACTION: Pam and Jane will look for natural groupings and consensus issues
  - b. Committee members: Effort will be made to find Friends participant
  - c. Others: Starr and others have heard positive comments; there have been new contacts with bookmobile and bookstore affiliate programming
6. Plan further outreach
  - a. visits
    1. to whom
      - a. We generated a list of possible contacts; also need to target invitees in specific areas: services to kids, technology
      - b. ACTION: Starr will type these and send to group

- c. ACTION: Howard will contact Town Planner to discuss strategy for more complete sampling
    - 2. by whom: everyone
    - 3. when: some special, others at various town sites and events (July 4)
    - 4. organize how? Specific to occasion
  - b. Survey- in person and on-line
    - 1. develop questions
      - a. Discussion of whether questions should be open or explicit; agreed that we need both depending on community and context of questioning
    - 2. discuss implementation
      - a. ACTION: Starr and Jane will select samples from past questionnaires and send to group
      - b. ACTION: Everyone will suggest minimal set of five appropriate for all participating
7. Other discussion of planning effort
  - a. schedule
  - b. deadline
  - c. meetings weekly? Every two weeks; next meeting June 30, then July 14.
8. Adjourn: Jane adjured at 6:00pm

Brooks Memorial Library  
Strategic Planning Committee  
DRAFT MINUTES June 30, 2016  
4:30-6p.m. Local History Room

Present: Jane Southworth, Chair; Pam Becker, Susan Troy, Howard Burrows

Staff: Starr Latronica, Jeanne Walsh, Lindsay Belville

Others: Joyce Marcel, chair of Friends' Board

Absent: Elizabeth Tannenbaum, Connie Bresnahan, Jennifer Lann

- 1.
- 2.
- 3.
- 4.
- 5.

Call to order at 4:35 p.m.

Agenda- add Howard's discussion with Rod Francis

Public Comments- none

Minutes of June 16, 2016 approved

Old Business:

a.

more members- Joyce Marcel (chair of Friends' Board) stated that she was looking for someone else on the friends to attend these meetings. Southworth stated that any Friends who want to come are welcome. Addition to agenda: Howard reported that he had a long and productive meeting with the Town Planner, Rod Francis. Planning office has lots of data and lists, and Rod can help evaluate how well we are currently serving all segments of community. Planning office has much useful information, and Rod can be a resource if we want. Howard opined that planning ought to be an on-going activity.

Community conversations: committee briefly discussed lists of ideas/thoughts generated at these meetings, looked over Jane's placing of "to-do" type items under our current plan's five Service Responses. Consensus was that we do not need to discuss these further at this time.

b.

c.

6.

New Business:

- a. Outreach: the discussion combined both the on-line survey and –personal outreach. We discussed the point made by Elizabeth Tannenbaum in an email to Jane/Starr that perhaps we do not need to do so much more. Conclusion was that the nature of the time in which this plan is being developed is very different from the last (new activities in library world and new Director) and that more outreach is needed.

1. **Online-survey:** Starr wants to get the on-line survey going before we start the outreach. We discussed the questions supplied by Jane from on-line source which are similar to those used for last survey. We do not want to duplicate the last survey as things are changing.
2. ACTION ITEM: Starr will revise the on-line survey using group feedback where useful. A draft survey will be circulated to the group before the next meeting, **group to respond with**

**comments**, Starr to collate comments and have a **draft survey available before July 14 meeting**.

3.

**In-Person survey:** The in-person survey might be individual or at the meeting of a group we wish to reach out to, or by tabling, or other as yet undetermined methods.

We discussed how the process might go, using an initial 4-5 questions, and then having more questions in reserve if appropriate. It might go something like this:

“Hello, we’re from the library and have some questions for you- we’re interested in how to make the library better, but to do this, we need to know something about you. For instance, what kinds of things you’re interested in, what you like to do.”

After a discussion, a follow up questions might be : “ How can the library support you? How can we be part of your life?

We also might ask: “Do you ever come to the library, and for what?” and “Do you ever access the on-line resources of the library, such as downloading books?”

More discussion ensued, suggestions were made that we could take library tablets for display; that we might have an article in the paper about the outreach program and how to participate; what to do about people who have trouble reading. It was clear that the committee did not have enough time to come to consensus on what and how to do this.

**ACTION ITEM:** Starr, Jeanne, and Lindsay will collaborate on developing questions and methods for in-person outreach. As with the on-line survey, they will circulate a draft to the committee, collate responses, and we will have a new draft on July 14 to finalize.

Related Note: Starr indicated she would like to spend parts of time until perhaps end October doing outreach. A specific calendar was not developed.

Next Meetings: July 14, 28; August 10, 25. Local History Room if possible, 4:30 p.m.

Meeting adjourned at 6:00 p.m.

## Director's Board Report for June-July 2016

**Library Publicity:** I had a long conversation on WVEW radio regarding library services. The Reformer printed a lovely article by an out-of-town researcher who found valuable information on the Holocaust on June 23<sup>rd</sup>. [http://www.reformer.com/ci\\_30051036/holocaust-amateur-historian-discovers-trove-wwii-news-reports](http://www.reformer.com/ci_30051036/holocaust-amateur-historian-discovers-trove-wwii-news-reports) . I participated in the monthly segment of Green Mountain Morning with Chris Lenois: podcast available at: <http://wkytradio.com/gmm/at-your-local-library-22/>. The library benefitted from tremendous coverage of Children's Room Makerspace activities in the 7/18/16 and 7/22/16 editions of the Reformer.

**Community connections:** I met with a representative from the American Legion to discuss projects that would engage veterans and benefit the library and the larger community. I also met with representatives of the Green St. Promise Zone, Groundworks Collaborative, and Green Mountain Crossroads to discuss ways we could partner to best serve their constituencies. I also discussed possible collaborations with the director of the United Way and the library has applied for its first ever Day of Caring project. Reference librarian Jeanne Walsh and I have met with several individuals to garner support for the library to become a designated repository for the Foundation Center resources. I also attended the community forum on policing and race and a meeting of Building Bright Futures. I worked on author engagements for the upcoming Literary Festival and began service as a board member of the Vermont Authors Project. In addition, I have had many individual, illuminating conversations with community members (both library users and potential library users) about their views and visions of the library. Finally, I have had the opportunity to discuss the library's role in and commitment to intellectual freedom and free speech in the controversy surrounding a program held in the meeting room.

**Professional development:** Staff attended two separate trainings on safeguarding privacy online. I attended the American Library Association Annual Conference where I served as chair for two committees, (ALSC nominating and Wilder Award selection), and attended multiple sessions on strategic planning, community assessment and design.

**Community programs/education:** Staff conducted two public technology information sessions (i.e. classes) at Brown Bag events in the River Garden: *How to buy and sell things on Ebay and Craig's List* and *Protect your privacy online*.

**Summer learning** is in full swing! The Youth Services staff has a myriad of stimulating programs and activities beyond traditional summer reading, (e.g. 3-D printing) to keep kids' minds and bodies engaged all summer and to stem the "summer side" in learning. In addition, we are serving free lunchtime meals to all youth ages 18 and under. (Accompanying adults may purchase a meal for \$3.50)

**Personnel actions:** I am sorry to report that our wonderful Electronic Services Specialist Cal LaFontaine had to return home to Michigan. He was truly a wonderful asset to the staff and community. On the bright side, we have a new library assistant, Francisco Mugnani, in the Children's Room, just in time for summer programs.

### Some interesting statistics

	June	July
Circulated items (e.g. books, DVDs, audio books, etc.)	12,028	12,830
Technology questions	357	299
Public Access Internet: # of hours	1364	925
Public Access Internet # of users	2258	1716
Visitors	12,570	16,929

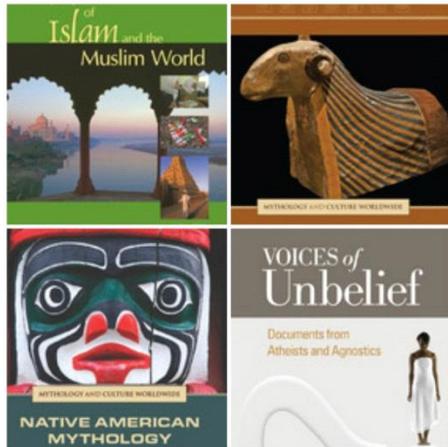
## Reference Report

### Job Hunt Helper



Jack Alberico, a BUHS student enrolled in CCV courses, is our Job Hunt Helper through the summer. His services are funded by the Vermont Department of Libraries, the McClure Foundation, and CCV. He's here to help patrons use technology to plan careers, apply for jobs, and pursue educational goals. Jack will refer patrons to resources on the library's website, including Career Transitions and Learning Express. The program will continue into the fall, when a new Job Hunt Helper will be assigned to Brooks Memorial. We're grateful to the Department of Libraries for summer funding so that services can continue uninterrupted between spring and fall.

### Reference in the digital world



Current, accurate information is vital in the reference section. Nobody wants to count on a medical guide from 1994. For that reason, we're always weeding the reference books—and these days, we're updating them with materials in digital rather than paper form.

This doesn't mean reference publishing has gone away; it has simply changed its modes of delivery. For example, I recently purchased some new books on religion, including works on Islam, world religious practices, witchcraft, Zen Buddhism, and atheism. These joined classics like *Encyclopedia Judaica* and the *New Catholic Encyclopedia* in the Gale Virtual Reference Library (GVRL) on our website.

Searching the GVRL is as simple as searching Google, but the results are drawn from published reference works, not just websites.

This is not a sign that the library is giving up all its print books! But reference materials aren't like poetry or novels; they tend to be used briefly for specific research, not for sustained reading. Nobody browses the Oxford English Dictionary in a hammock, with a glass of lemonade at hand, but the online version (also on our website) is wonderful, with easy keyword searching, constant updating, and a fun Word of the Day.

Jeanne Walsh 6/8/16