

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

March 9, 2016

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

1. Call to Order:

Pam called the meeting to order at 4:47pm.

1A. Agenda Changes or Additions:

Change 4A from job description draft to discussion of guidelines.

In honor of Jerry Goldberg's and Debra Loevy-Reyes' last meeting as board members an afternoon tea was available.

Howard requested that for future Board meetings former agenda item VLA/ALA (Vermont Library Association/American Library Association) Liaison report be added back onto the agenda.

1B. Public Comments: none

2. Minutes of February 9, 2015:

Upon motion, made by Jerry and seconded by Deb, the minutes were accepted with one abstention.

3. Committee Reports:

A. Asset Development Committee:

Treasurer's report amendments: The committee will meet with Prentiss Smith and Co to discuss long term strategy for the larger endowment funds. The endowment draw for next year will be higher but there are already some plans for spending in the areas of website and staff development. The possibility of the need for additional funds for the capital improvements should also be kept in mind as the plan is still evolving.

B. Friends of the Library:

Mary reported the following:

- The various booksales including the ongoing in house sale, Amazon sales and the larger Spring and Holiday sales earn approximately \$10,000 annually.
- The E.B.White lecture was attended by 70 people.

C. Building and Grounds Committee:

Met on the 23rd. See minutes for details. Starr met with the Town Manager and Assistant Town Manager about hiring a project manager. They recommended someone that the Town has used before. It was also suggested that the asbestos flooring in the Meeting Room be replaced.

There may be a grant available to assist in renovating the upstairs bathroom to make it

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more ADA compliant. Starr is researching this with the town grant's manager.

There was discussion among the board of the need for a children's room bathroom. Starr will discuss it with the staff. The children's room staff had thought there was no need for a separate one as there is already a bathroom on that floor.

Prudence MacKinney is a new member of the committee and Therese Marcy has resigned as she feels the staff is already well represented.

D. Fine Arts Committee:

There was no meeting. Starr met with committee members about storing the collection during construction and the possibilities of a temporary display at the Brattleboro Museum and Arts Center in late summer and storing some items with the Brattleboro Historical Society.

E. Planning Committee:

Met February 25th. Next meeting is March 10th. The library will open late on March 22nd to allow staff and Board members to have an in-house discussion of the future direction of the library prior to meetings with the community.

F. Technology Committee:

There was no meeting. Staff have been researching library websites for ideas to improve the library's website.

G. Nominations Committee:

The committee voted on applicants to nominate. The chosen applicants have been invited to attend Town Meeting on March 19th.

4. Unfinished Business:

A. Programming position – discussion of guidelines:

Starr presented a draft of the guidelines. Board members offered editorial suggestions. Starr will revise the guidelines and look into contracting requirements.

B. Structure and arrangements for SOAR (Strengths Opportunities Aspirations Results) analysis:

See 3E above.

5. New Business:

A. Procedures for warning meeting and posting agendas:

Hardcopy procedures were handed out.

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**B. Draft of guidelines for professional development, continuing education
and conference attendance:**

There are PLA (Public Library Association) webinar sessions that various staff members would like to attend. No vote taken, but board gave tacit approval of the expenditure of \$240.00 to cover the fee.

Board members were reminded that they have to attend one workshop per year also.

6. Other:

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

See reports.

Starr announced that she brought back several boxes of books, that would otherwise have been destroyed, from the Penguin warehouse. Staff will review them and decide on their disposition.

Pam would like, at a future board meeting, to address revising the student library card policy.

7. Adjourn:

Motion to adjourn made by Jerry and seconded by Deb at 6:30pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary