

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

April 12, 2016

Present: Trustees Pam Becker, Connie Bresnahan, Jennifer Rowe, Jennifer Lann, Adam Franklin-Lyons, Susan Troy, Robert Stack, Howard Burrows. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsay Bellville; Recording Secretary, Jane Fletcher. Absent: Jane Southworth.

1. Call to Order:

Pam called the meeting to order at 4:46pm. The new board members, Connie Bresnahan and Jennifer Rowe, were welcomed and introductions made with all present giving their name and what committees each attends.

1A. Agenda Changes or Additions:

Add VLA/ALA Liaison for this meeting under new business, for the future as item 3G. SOAR results summary add under 4(Unfinished Business).

1B. Public Comments: none

2. Minutes of March 8, 2015:

Upon motion, made by Susan and seconded by Adam, the minutes were approved.

3. Committee Reports:

A. Asset Development Committee:

Clarification of amounts voted for capital renovations.

\$ 20,000 for immediate improvements

\$120,000 for capital improvements

The funds used for Jerry Carbone's retirement party were drawn from the wrong fund, this is a fixable error that will be correct on the next Treasurer's report.

Item 7 on the Treasurer's report will have 3 lines added for the Read Fund.

\$ 20,000 – immediate improvements

\$120,000 – capital improvements

\$220,000 – unallocated funds

Adam is working to make the presentation of the Treasurer's Report less confusing.

The committee along with Friends board members is discussing ways to clarify the differences between the Friends of the Library membership and annual appeal monies with the goal of simplifying the fund raising process and increasing membership in the Friends.

The committee will have a strategy meeting with Prentiss Smith & Co soon.

The funds previously allocated for event coordinator to be used for long term planning. Expenditures will be reported by Starr and Adam.

B. Friends of the Library:

In Mary's absence, Starr reported the following:

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- Friends would like to encourage attendance at the concert to be held Friday, April 15
- Purchases made with Friends funds will be labeled as such to show what the funds are accomplishing.
- Plans are in process to promote the Foundation Center as a resource for the community in the area of locating grants and other monies for projects.

C. Building and Grounds Committee:

Upon advice of Town Manager contracts should be run by Town Attorney.

Motion to hire Steve Horton as project manager upon approval of contract by the Town Attorney was made by Robert and seconded by Connie. Approved.

Payment for the contract will come from fund RR2 (Robert Read 2 – capital improvements).

To co-inside with items in the revised, proposed architect contract, the project manager contract should be solidified before additional contracting done.

Motion, made by Jennifer R and seconded by Robert, to approve Architect, Chip Greenburg's revised proposal of April 7 pending the anticipated addition of the draft of the Owner-Architect Contract. Approved.

D. Fine Arts Committee:

There was no meeting. There are currently fewer display places available due to moving materials in anticipation of the renovations.

E. Planning Committee:

Starr handed out notes of the SOAR results. Two meetings with members of the public are being planned. See meeting minutes.

F. Technology Committee:

See minutes. Next meeting will be May 5, 2016 at 4:30pm.

4. Unfinished Business:

A. Programming position – job description update:

Starr handed out both a potential job description and the IRS 20 point checklist for determining contracts or employees. Starr will revise the job description to comply with the contractual requirements and present again in May.

B. SOAR analysis – proceeding to Community Conversations:

See 3E above.

C. Draft of guidelines for professional development:

Starr provided hardcopy guidelines for the Board to review for next meeting.

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5. New Business:

A. Committee assignments and names:

Connie Bresnahan will be on Strategic Planning and Fine Arts

Jennifer Rowe will be on Asset Development and Buildings and Grounds.

Pam will no longer be on Fine Arts.

Teen Advisory Board has been on hiatus. When it reactivates Susan would like to be a member.

The Asset Development Committee will now be called the Finance and Asset Development Committee with the intention to update the bylaws in the future to call it just the Finance Committee.

Confirmation of officers postponed until May.

B. Discussion of contracts to move forward on building plans:

See 3C above.

C. Personnel update:

Bonnie White has gotten another job, but will still be available as an on-call.

Upon review of town policy, Cal LaFountain may privately provide computer assistance away from the library.

There is a new position being advertised for a Children's room clerk.

D. Uniform format for committee minutes:

The recommendation was made to have the minutes summarize the discussions of agenda items and include the next steps to be taken. This may be addressed further at the May meeting.

6. Other:

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

See reports.

Robert reminded everyone that the book sale is coming up this month.

Howard briefly gave an overview of VLA/ALA opportunities and reminded everyone that the VLC (Vermont Library Conference) will be held May 18 at the Stowflake Inn. There is money in the budget for Trustees to attend.

7. Adjourn:

Motion to adjourn made by Adam and seconded by Howard at 6:50pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary