

**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.

**3. Committee Reports:**

**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.

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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.

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**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