

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 8, 2016**

Present: Pam Becker, Adam Franklin-Lyons, Susan Troy, Jane Southworth, Robert Stack, Connie Bresnahan, Jenny Rowe, Howard Burrows (arrived at Old Business). Also present were: Library Director Starr LaTronica, Director; Youth Services Librarian Lindsay Bellville; Friends President Joyce Marcel

**1. Call to order**

Pam called the meeting to order at 4:50 p.m.

**1A. Agenda Changes or Additions**

From Starr for under New Business: Temporary work from home staff request; Starr attending ALA meeting; Furniture opportunity

**1.B. Public Comment:** None

**2. Minutes of October 11, 2016**

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

**3. Committee Reports**

**A. Friends of the Library** (Joyce Marcel)

Best concert ever last Friday by Samirah Evans. Despite lots of competition, packed the library, and it was so enjoyable. Made over \$2,000 for the Friends. Samirah gave 30% of her CD sales to Friends (~\$80). Sound was inadequate at the mezzanine balcony—a future feature to pursue? Starr rented chairs, and copier was temporarily moved to make room. Turned off all fluorescent lights for a warmer atmosphere.

Friends board members signed annual appeal letters—a wonderful turnout.

Now have Funded by the Friends stickers to display on items purchased by the Friends.

Dec. 1 book sale. Wednesday, Nov. 30 set-up at 8 a.m.

Plans for: game night with board games; no mini golf due to construction; silent auction of donated pictures by Starr and Mary Ide.

New board member: Karen Duggan

Could use a tech savvy volunteer to help maintain website and other tech-oriented tasks.

**B. Buildings and Grounds Committee** (Pam Becker and Jenny Rowe)

Looked at November 3 minutes from the Steering Committee.

Carpet and tiles. Chose restroom tiles that aren't drab like the initial set sampled. Carpet: sought full-size samples for the YA room and for Children's Room have carpet chosen, with graphic novel and picture book section each with their own pattern.

We will have light switches instead of using breaker boxes, which will delay the need for a new box.

Reviewed 11/1 budget drafted by Jenny Rowe, emphasizing changes (modifications) to the budget. So far it's trending to be affordable.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 8, 2016**

Opportunity for PR while people chafe under the construction inconveniences—feature highlights such as the first floor restroom.

Completion goal is end of the year.

**C. Finance/Asset Development Committee** (Adam Franklin-Lyons)

Annual Appeal is launched. Working with Friends to streamline bookkeeping.

Reviewed Treasurer's Report. Transferred \$100,000 to renovations budget. Additional transfers are possible up to \$100,000 with a five-day lead time.

Susan: The fee from Prentiss (1.5% of total investment) doesn't compare favorably to Dividends income.

Adam: In April we're due to review Prentiss as our investment firm.

We're accounting rollovers from year to year differently in the past so that rollovers from 2+ years are no longer lost on the form. (The money remained, but evidence of it was obscured.) We have \$8000 from 2014-15 that was rolled over and then "lost" from the form.

**D. Fine Arts Committee** (Connie reported for Howard)

Custom-made bins in new fine arts room are beautiful.

Starr: Historical Society says there's a commemorative marble plaque for the Snow Angel, so the Historical Society is paying GPI to move the plaque from the church to just outside the elevator on the mezzanine, where the angel will go, and her marble pedestal will be restored. The sculpture currently in that location (bronze, of school girls running) will go to the Snow Angel location, at least for now.

Move dinosaur footprints to back entryway? With a sign for the library.

Anna Dewdney event. *Llama Llama Red Pajama* author. Celebration for her in April, the month of the young child. Include area schools. The author is deceased, but her two daughters remain local, and they'll be invited.

Possible Fine Arts Committee new member in the works.

Question from Connie about how the size of the collection far exceeds display space. Answer: Exhibition space has gradually decreased. Items displayed in the Meeting Room have been removed from the wall twice, so not all spaces are secure. Secure art cases? Howard would like to make the collection available on the Internet via a special section of Wikipedia, although there's no consensus within the committee on that idea. The collection is currently searchable, with photographs, in the online catalog.

Starr saw in Denver a large sculpture of a bear leaning on the glass of the convention center with its forepaws, looking in. Idea for outside in the corner of the front area, peaking into the Children's Room.

**Next Action:** Determine if Christine de Vallet know the approximate value of the fine arts collection?

**E. Planning Committee** (Jane Southworth)

Moved from the results of the survey to discussing the vision, mission, and service responses to be discussed in the Nov. 17 meeting. Challenge of making sure we have broad enough response categories to encompass all that we would like to do. (e.g., Is Fine Art covered under "welcoming spaces"?)

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 8, 2016**

**Technology Committee** (Jennifer Lann)

Last meeting's single focus was to draft service priority language for technology: information and technological literacy; what that is; who all we serve (everyone). Lindsay: Jerry Carbone used to do lunchtime sessions in the library with a single topic: download a book a Kindle; would get about five people per session.

**ALA/VLA** (Starr for Howard)

People are attending VLA Trustees meeting: Joyce, Susan, Jenny, and Howard.

**4. Unfinished Business**

Request to house Stephen Daye Press collection. Request will be on hold until renovation of Local History Room is complete.

**5. New Business**

**A. Changes for tech in meeting room**

Equipment is now grant-funded, and so under the terms of the grant, we can't charge for use of meeting room (\$25/use; \$100/year). It paid for the \$495 replacement projector bulb, and the bulb is now far more affordable. Equipment charge used to prevent some groups from being able to afford equipment use. The income was minimal, and it wasn't its own line item. Meeting room form will be updated.

**Motion** from Adam: We remove charges for use of the projector in public meeting room. Seconded by Jane; approved.

People like the new meeting room.

**B. Work from home request (temporary)**

Materials mender has a movement-related disability. There's a backlog of media repairs. The staff member works 7 hours a week. The DVDs need to be machine and hand-puffed then tested on a DVD player. Navigating the parking lot has been harder with the construction, and the new temporary tech services space will be less accessible. We agreed unofficially that it was a good idea.

**C. Starr would like to attend ALA Midwinter in Atlanta for \$1000**

She's chairing the Wilder Committee. There is enough money in the professional development portion in the budget.

**D. Furniture opportunity**

Staff member Klara also works for Union Institute & University, and she let Starr know that they're downsizing and getting rid of lightly used furniture cheap; \$10 a chair. She will purchase 15 as a temporary improvement over the current ragged and stained chairs. Plus some office chairs.

**6. Other:**

**A. Department Reports**

**B. Volunteer Party**

**C. Question from Robert: Bookmobile?**

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 8, 2016**

There is a Windham Childcare one for children. It's like an old bread truck, lined with book shelves with room for children to sit inside and does a lesson with time for preschoolers to choose books. Lindsay: We work with them to bring the summer reading program to the kids.

A core of volunteers deliver books to some adults who can't reach the library. Starr: opportunity to reach senior centers. \$250,000 for a book bus, but you can renovate an old school bus. Main cost can be generators for light and heat, and so winter can be hard, but that's not necessary—there could be a van with a ramp for a book cart to bring into senior centers. Starr: we could leave a deposit cart for a month at a time.

**D. Fine Policy**

Look at links Starr sent to us. Keep in mind it's a \$16,000 revenue line in the town budget. We can't charge smaller fines, but we can charge no fines, due to the structure of the Catamount network. What about initially eliminating only children's fines? The Fine Policy is on the agenda for next month.

**Next action:** Staff will track what fines we collect from whom for the next month for reporting at the December board meeting.

**7. Adjourn**

Motion made to adjourn by Jane and seconded by Connie, approved at 6:22 p.m.