

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

March 21, 2017

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

1. Call to Order:

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

1A. Agenda Changes or Additions: at the end of the regular meeting the Board will go into executive session to discuss the Director's review. Also see items 5D – 5G below.

1B. Public Comments: none

2. Minutes of February 14, 2017:

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

3. Committee Reports:

A. Friends of the Library:

In the absence of Friends President, Joyce Marcel, Starr reported:

- The benefit concert with Verandah Porche and Patty Carpenter is scheduled for May 5
- A series on Journalism in Film is being organized with the Latchis Theatre, the library, The Commons, and the Friends which will show a film followed by a discussion. Jane suggested that the Reformer be invited to participate.
- There will be no April book sale.
- The annual appeal is still receiving some donations. The current amount received is \$11,760.00.
- The Friends are actively recruiting new board members.
- Plans for a fashion show, including teen participants, is in the works.

B. Building and Grounds Committee:

See meeting minutes. \$1,100.00 of the discretionary funds remain. The project is nearly complete. A final review will be done upon completion. The list of next projects should also be reviewed.

There are still problems with a leak at the back of the first floor. The possibility of a shared wood pellet furnace is again under consideration. Should that project go forward replacement of the HVAC system will again be delayed.

Howard expressed concern about the cost and means of final placement of library statuary. The expense of moving the heavy plaque will be met by the Historical Society.

C. Finance/Asset Development Committee:

See meeting minutes. \$96,000.00 from the Read bequest is currently undesignated. That

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

March 21, 2017

amount will remain in the cash account for the time being. The library has been notified that of another significant bequest. The amount is undetermined at this time but, the board should consider if there are other projects that should be addressed and what amount should be added to the endowment.

D. Fine Arts Committee:

Christine DeVallet, who did much of the work of organizing and creating the special spaces to house the fine arts collection, has not been available recently but the committee intends to meet soon possibly with the Windham Arts Council, Brattleboro Arts Committee, and the Windham County Historical Society to consider presentation possibilities for the collection.

E. Planning Committee:

Committee members thanked Jane for her work writing the draft. The plan is nearly complete. Next meeting March 23.

F. Technology Committee:

There have been two meetings since the last board meeting. At the last meeting the the project list was reviewed. Work will be done to create a map and glossary of the current and changing technologies in use at the library.

G. ALA/VLA:

Membership renewals are due annually, board members should check their status.

ALA is promoting advocacy of libraries. A lengthy discussion of advocacy methods ensued. The Institute of Museums and Library Services (IMLS) provides federal funding under the Library Service and Construction Act for such programs as 1st Wednesdays and interlibrary loan. Cuts in state matching funds can affect the amount of federal funds programs receive.

Howard will investigate the cost of marketing library services using newspaper columns.

4. Old Business:

A. Breakfast for staff:

The breakfast was well received. Susan was thanked for organizing the event. Starr will ask the staff their preference for next year's event.

B. Director's evaluation:

Following the board meeting the Board will go into executive session to discuss this.

C. Interviews of trustee candidates:

There were five candidates. The board has recommended Amity DeAngelis be appointed to fill the vacancy.

D. Request to host community calendar:

Motion: That the library agree to host the WECAN database of events.

Moved by Jenny R. Seconded by Jane. Passed unanimously.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

March 21, 2017

E. Request to house the Stephen Daye Press collection (still on hold):

Starr and Jeanne will take measurements.

5. New Business:

A. Policies for new meeting spaces:

Starr will compose draft policy to be reviewed at the next meeting. Due to capacity limitations in the Local History Room the board meeting will need to move back to the large meeting room.

B. Open house to unveil changes to the public:

An ad-hoc committee will be formed to plan the event for April 29. Susan will chair the committee, Adam volunteered to be a member. Starr will ask staff and Friends for volunteers

C. 50th anniversary celebration:

September 27th is the anniversary. A committee, chaired by Robert will be formed to plan the event. Jane volunteered to be a member of the committee.

D. Board Retreat:

Scott Murphy of the Vermont Department of Libraries is willing to do a presentation to the board. Starr will contact him about possible dates.

E. Opportunity for board members to assist during main floor construction.

While the main floor is unavailable the laptops and newspapers are available for public use in the meeting room however, monitoring the meeting room is proving to be a burden to staff so board members are asked to act as monitors. Adam and Robert volunteered immediately for hours on Thursday.

F. VPR program on future of libraries:

Starr will send board members a link to this program which is being broadcast simultaneously with this meeting.

G. Future 1st Wednesdays programs:

Starr asked the board to consider 1st Wednesdays programs offered at other locations to see what Brattleboro might like next season.

6. Other

A. Department Reports: Library Director; Children's Room Report; Reference Report. See reports.

The board thanked resigning member, Jennifer Lann, for her service on the board.

7. Adjourn:

General meeting adjourned at 7:00pm. Board went into executive session.

Jane Fletcher, Recording Secretary

Jennifer Lann, Board Secretary