

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

October 10, 2017

Present: Trustees Robert Stack, Connie Bresnahan, Howard Burrows, Adam Franklin-Lyons, Jane Southworth, Pam Becker, Jennifer Rowe and Susan Troy. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher; Friends Liaison, Sue Dyer. Absent: Amity DeAngelis,

Call to Order: Robert called the meeting to order at 4:50pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of September 12, 2017:

Connie moved and Jenny seconded that the minutes be accepted. Passed

Committee Reports:

A. Friends of the Library:

- Poster for the film series on journalism is posted
- 16 Book bags have been sold so far
- The annual appeal is moving forward
- Christmas book sale will begin last week of November
- A spring fund raiser is being planned
- The gold lettering donated by the Friends to commemorate the 50th year is up on the building.

An inquiry was made to Sue of whether the Friends will sponsor a reading group this winter. She will ask at the next Friends meeting.

B. Building and Grounds Committee: Committee has not met since early September. Next meeting is scheduled for Thursday. The new boiler is here but not yet installed. One bid for the upstairs bathroom renovations has been received for \$39,000. The committee will discuss if all of the upstairs bathrooms are still necessary now that there is a bathroom on the first floor. The children's room staff will be consulted. The Town's capital budget will cover the HVAC renovations and repair of the bb holes in the large windows. Replacing the water damaged tiles is not included in the Town's capital budget.

C. Finance/Asset Development Committee:

Reports were reviewed. The discrepancy that continues to show on the report is from gifts and interest funds that do not automatically merge. Adam is working on correcting the problem. A written explanation summarizing the financial statements will accompany future reports.

D. Fine Arts Committee:

The Terry Sylvester mural has been taken down. People, Places and Words exhibit has been installed.

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The Anna Dewdney event has been delayed until Spring. The Three Schoolgirls bronze statue has been polished and shined. The Snow Angel and plaque have been moved to the second floor.

E. Planning Committee:

The last meeting was September 14. A tri-fold pamphlet summarizing the strategic plan is in the works. At the next meeting a disaster plan will be discussed. Review of the trustees bylaws and the library policies are part of the strategic plan.

F. Technology Committee: See minutes.

G. Advocacy and liaison to national and regional library organizations:

NELA conference is coming up. Jenny, Connie and some of the staff will attend. The Vermont Secretary of State will review open meeting law in Burlington on November 4th. Starr will not attend the midwinter ALA conference in Denver. Some staff members will attend the Public Library conference in Philadelphia.

H. 50th Anniversary committee:

Thanks to Susan for organizing the refreshments for the events.

I. Department Reports: Additions to the Director's Report include the following: The town will hold anti-harassment training for staff. The NEH grant partnership program History of Publishing and Printing in Brattleboro opens tomorrow night from 5-7 at the library followed by a Ham operator program. Three events of the Literary Festival will take place at the library Thursday night and another five events on Sunday.

Motion: Pam moved and Howard seconded to approval that the library stay open late on Thursday October 19 for the Building Bright futures in Windham County event. Passed.

Old Business:

Fine Forgiveness: Starr has been talking to the Town Manager. Fine forgiveness could reduce the Library's budgeted revenue by up to \$16,000 which would have to be supplemented from other sources.

Computer use with fines: Starr needs to clarify with Catamount System.

NEH grant partnership: see I. above.

Volunteer party discussion and reminder: Trustees are asked to provide protein, juice or brunch food and let Theresa know for coordination.

Motion: Jane moved and Pam seconded to open the library at noon on October 26 so that staff may attend the volunteer party. Passed.

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New Business:

Request for fundraising table in front of library. Withdrawn.

Executive session to discuss personnel issue: entered executive session at 6:17.

Adjourn: Executive session ended and with no action being taken as a result of the executive session the meeting adjourned at 6:35pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary

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