

BROOKS MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING

March 10, 2020

Trustees Present: Jennifer Rowe, Connie Bresnahan, Howard Burrows, Sirkka Kauffman, Adam Franklin-Lyons, Jane Southworth, and Leo Schiff. **Absent:** Beth Ruane.

Also in attendance: Starr LaTronica (Library Director), Chloe Liotta-Jones (Teen Services Specialist) Sarah Vincent-Hoag (Recording Secretary) John Komar (Friends of the Library)

Call to Order: Jenny called the meeting to order at 4:45 pm.

Agenda Changes or Additions: Courtney brought back advance reading books from the Public Library Association Conference. Trustees may choose them. Chloe will discuss a proposed teen lock-in event.

Public Comments: None

Minutes of January 14, 2020 meeting: The time of adjournment will be corrected from 7:45 to 6:45. The minutes will be amended to note that the Trustees will allocate funds not to exceed \$1000 for volunteer recognition. Also, set-aside funds for cards for non-residents (10 half year cards) will total \$320. Jane motioned to approve the minutes, Sirkka seconded. Passed

COMMITTEE REPORTS:

Friends of the Library: John Komar reported the following items. The FOBML 1) Took on a new board member, Cindy Hutcheson. 2) Decided they can't make money out of a trip to Louise May Alcott's house. 3) Set the summer book sale for June 4, 5 and 6th. 4) Voted to support the Finance Committee's grant for an upgrade on the library sound system. 5) Learned the annual appeal is at \$12,879 and 133 people have contributed. 6) Set the annual dessert gala to coincide with National Library Week (Sat April 25), but because another nonprofit is having an event fundraiser that night, will revisit the subject of the date at their next meeting. 7) Decided to look into inviting a famous author to speak at a fundraiser, and trying to contact Louise Penny, Doris Kearns Goodwin, Rachael Maddow and Andre Dubus III. Another idea was to sponsor a concert with singer-songwriter Amy Rigby.

Buildings and Grounds: Connie updated:

Furniture: A motion was passed to purchase a booth for the snack area outside the children's room and purchase four comfy chairs for the main room. The budget for furniture comes from the project fund. Additionally, application is being made to the Thomas Thompson Trust for possible grant funding. A suggestion was made to check on the possible availability of used furniture to purchase from Marlboro College.

Grounds: Future plans include

- pruning the large bush outside the front door
- landscaping on the north side of the library so it slopes away from the building
- landscaping at the back entrance on the west part of the building outside where the HVAC is installed
- replacing children's room windows, rebuild structure to open from top, double panes
- repairing fascia and soffit around the building
- Adding space in the library to house the Brattleboro Historical Society
- A more readable clock above the circulation desk
- Yellow chairs and tables seem to be well-liked by patrons
- Outside sidewalk in front of building needs leveling

Finance/Asset Development: Adam updated and there was a discussion about library card costs for non-Brattleboro residents:

Ideas included a three-tier policy of a lowest (subsidized) cost, a mid-cost related to the tax base or a pay it forward amount to help others. Howard suggested offering a discount if the patron already has a card from their local library. It was agreed that there would be no free cards. It was agreed that the Trustee set-aside \$320 funds could be used to start subsidizing. Also, the library is working with the web developer to offer patrons the option of paying for cards via Paypal. Connie mentioned letting out-of-towners with no library card know that they can come in and use the library resources.

Fine Arts: No meeting was held.

Planning: Jane announced that the planning committee will examine all the policies and update where needed.

Technology: Chloe, Lindsay, Jeanne, Matt, Leslie and Starr have been meeting with the 3 people from MRW. They did not use the Spirit of Life for a logo but they created a new logo for free which Starr unveiled. Connie suggested that the meaning/symbolism of the new logo be rolled out to Library patrons and the community. Also, Starr mentioned that the focus will be on the website for the next six months.

Advocacy and Liaison to national/regional library organizations: Howard updated on the Census workshop, the Democracy forum, the Climate events and the Compassion group.

A committee sign-up sheet for Trustee roles pending election of officers at the April meeting was circulated for additions and changes. Additionally, a BMLBT Standing Committees and Assigned Roles-Statement of Membership and Current Activities March 2020 sheet was passed out. Jane moved to approve committee goals and Leo seconded. Passed.

DEPARTMENT REPORTS

Teen Lock-in and report back from Young Adult Library Association symposium:

Chloe shared her experience from the symposium. The theme was how to work with marginalized communities. She received programming ideas about LGBTQ, homeless teens, as well as excellent ideas for teen reading program and books to add to the collection. She has invited regular teen patrons to form an advisory board of 7+ teens and shared a bit about their enthusiasm and initiative for creating and leading activities (i.e. a writing workshop). She would like to hold a teen lock-in at the Library the first weekend in May from 9PM or so till before opening the next day as a thank you reward. She is learning about lock-ins from a library colleague in Bellows Falls.

CONTINUING BUSINESS

Community engagement and outreach: Starr: The tentative date is April 16th for a joint meeting of Trustees at Tracey Memorial Library in New London, New Hampshire. They are interested in BML's experiences with regard to eliminating fines. Jane, Jenny and possibly Sirkka would like to attend.

Board Positions: No updates

Staff Development Event: In response to staff stress around constantly responding to patrons, etc. Lindsay suggested closing the library for a day (half day development and half day to get library tasks done). Starr asked for feedback on this: There was a suggestion to put the yellow tables outside and offer coffee/pop up library/opportunity to write thank you note, etc. to library staff. Also, a suggestion to communicate to the community why we are closing for the day and to consider the patron's needs when deciding a date; hoping to do it late Spring. Also mentioned that good staff attendance required to make it worthwhile.

NEW BUSINESS

Volunteer Recognition: No updates

Request for Photographer: Starr updated that professional photography costing \$500 will be used for the BML website. The web designers suggested that the library invest in a good camera and train staff to use it. Motion to approve \$500 for photography made by Connie. Jane seconded. Passed.

Town CRTO

Starr updated and asked for Trustee input:

- Program to employ teens
- Tool lending library
- Self-check-out
- Paypal

Personnel announcement:

Hollis has resigned and her hours will be distributed to other clerks to bring the very part-timer's hours up to 10 per week. Also, some hours will be given to Children's Room personnel to work downstairs.

Virus:

Klara is attending the town meeting tonight (March 10) in Starr's place.

- Wash your hands!
- Seattle library is open/not disinfecting materials but cancelled meetings and programs.
- One BML staff is has an underlying condition and can work from home if needed.

Goodbye and thank you gifts for Adam and Connie: (their last meeting today). Gabriel and Karen will attend starting next Trustees meeting in April

Adjourn: at 6:45 Jenny, adjourned

Sarah Vincent-Hoag, Recording Secretary