

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, October 12, 2021 4:45 PM**

**Minutes**

Present: Jane Southworth, Leo Schiff, Sirkka Kauffman, Jennifer Rowe, Kate O'Connor, Karen Tyler, Ann Varilly, John Woodward, Howard Burrows (remotely), Starr Latronica, Leslie Markey (Technical services librarian).

Call to Order / **4:45 PM** Leo

Agenda/Changes or additions: none

Public Comments: none

Minutes of September 14, 2021: Jane moved to approve; Jenny seconded. All in favor, none opposed, none abstained.

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

**A. Friends of the Library- Starr update**

- Activities update: The book sale will take place in November; they are looking for help in setting up and selling. The Library and Brattleboro Recreation & Parks will be in the parking lot again on Halloween.
- Annual appeal: The letter, envelopes and bookmark will need to be at the printers by October 18. Any comments about Joyce's draft letter should be sent to her and Starr.

**B. Finance/Asset Development Committee—John Woodward, Chair**

There was no meeting this month, but we have an appointment on November 17 with Gary Deziel of UVM extension for an online consultation on how best to represent our financial sources and uses.

Jenny raised the question of whether we can use the Loud Fund money to archive some of our Fine Arts collection, and whether we can sell some of the Loud pieces. She suggested we need a genealogical expert to find Loud heirs and ask if they would like some pieces back, if we could sell some, and/or if we can use Loud funds for other things. We can pay the expert from Fine Arts funds.

**C. Technology Committee**

- No meeting or report

**D. Buildings and Grounds—Sirkka Kauffman, Chair**

- Update from Jenny that Library staff is working on the space needs study. Starr noted that fire alarms in the building have been misbehaving and may need electrical work.

**E. Advocacy and liaison to library organizations—Howard Burrows**

Howard reported that he will be attending the upcoming NELA in-person meeting, including a session on strategic planning; and also participating in their technical chat every third Thursday.

#### F. Strategic Planning Committee

Ann reported on last meeting, which included outlining the timeline, including surveys and their results expected within 3 months. They are considering engaging a consultant, and Starr has asked the Vermont State Libraries for contacts and firms who do this, but they are expensive and none are in New England. She met with the interns who may help with the survey, and who will meet with Town Planning staff soon.

#### G. Department Reports: Director; Reference

##### Director's Report

Starr noted that we got the grant for the shed for the Tool Library. Interactions with patrons are becoming more complex and time-consuming. Staffing continues to be a challenge, there are interviews for the ILL position this week, and we need to figure out how to get the Children's room more staff in summer. Gabe has set up a meeting with Brattleboro Vocational Rehab to see if we could use high school students, and some community service workers.

##### Reference

A handout showed Circulation and Registration statistics for the past two years.

### **CONTINUING BUSINESS**

#### Update on phased reopening and volunteer re-entry, including mask requirement

Starr: The Town is not lifting its mask mandate. Some volunteers and high school students are coming back. Once open positions are filled we can open up the remaining hours not currently open.

#### Tool Library update

Starr: We are looking at software vendors to run the circulation. She reported that there will be no foundation for the structure, because that would require a permit from the Planning Department for a permanent structure. The building is expected to be in place by April.

#### Personnel update

Starr noted that in addition to the ILL interviews this week, there will be Children's librarian assistant interviews next week. Klara's 15 hours a week were distributed: 5 hours to two 10-hour staff, and 5 as flexible.

#### Committee charges

Several trustees reported not being able to open the Committee charge document. Starr will send out in another format, after which Committees should review and update them.

#### Nominating Committee

Jenny has requested to rotate off this Committee, leaving Leo and Howard. Karen is interested in joining. As mentioned at last meeting, the timetable should be moved up to be in sync with Town Meeting, so start recruiting in November, interview in December. Starr will put a notice in the newsletter, prepare a poster and a press release. We will also reach out to candidates from last year.

5:38 pm. Karen moved to adjourn; John seconded.