

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 9, 2021 4:45 PM

Minutes

Present: in person: Sirkka Kauffman, Jennifer Rowe, Ann Varilly, Howard Burrows, Starr Latronica, Jeanne Walsh (Information services librarian); remotely: Karen Tyler, Leo Schiff, Jane Southworth, John Woodward, Kate O'Connor.

Call to Order / **4:46 PM** Leo

Agenda/Changes or additions: Discussion on potential hybrid in person/remote meetings

Public Comments: none

Minutes of October 12, 2021: Karen 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 for the first time in a few years; they are looking for help in setting up shelves on Tuesday, November 16 and placing books on shelves Wednesday morning, November 17.
- Annual appeal: The letters have gone out. John indicated he had not received an invoice.
- Jane will attend next Friends meeting.

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

- Committee met yesterday, and minutes will be available at a later date. 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.
- Loud funds update: Starr reported that she had contacted Jerry Carbone to possibly track down Loud heirs. Jenny noted that Ann had looked into the issue, and believe that we do not need to find heirs in order to use the Loud Fund money for Fine Arts purposes. We would need to notify the Attorney General on how we plan to use the funds and how that supports the Fine Arts. Leo asked for an agenda item update on this in 2 months.

C. Technology Committee

- No meeting. Leo reported he sent the committee charge. Howard asked if Gabe, our VISTA, should be on this committee since he has a technology background. It was agreed that he will be asked.

D. Buildings and Grounds—Sirkka Kauffman, Chair

- The committee is working on the charge, and will have that done by the next meeting.

- At next meeting, Monday November 22 at 9:45 am (note time change to accommodate guest) Denis Maltais from Classic Signs will come to discuss potential designs for signs. If they cost more than \$10,000 in total we will need to go out for bids.
- Kate asked about the sign behind the big tree for the garden dedication. An examination of this will be added to the next meeting.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard had sent out an email about the NELA strategic planning sessions, and likes to get feedback from trustees. He suggested that we may want to write a policy on public programs. He enjoys being a liaison to the teens group. He noted that the free LibraryCon starts tomorrow, and will send link to that.

F. Strategic Planning Committee

- Karen reported the meeting with the two interns, who drafted a survey to which we have 2 responses. The committee is looking at hiring a consultant, and Ann has set up online meetings with several people. She suggested we need an RFP, and the cost will likely be above \$10,000. Leo was unsure whether an RFP is needed. Jenny noted that there is no process required to go to Finance committee first; rather the Board would approve the amount of funds needed, and Finance would say where the funds would come out of.

G. Department Reports: Director; Reference

Director's Report

Starr handed out the Town proposed budget, and noted that our full-time staff received their increases now rather than waiting for the next fiscal year, leading to an 8.5% increase in staff salaries. There has also been a step system instituted for staff to advance.

Reference

No written report, but Jeanne noted increased and more complex reference questions. She noted that the new ILL librarian has started, and everyone on staff works in circulation as needed.

Library Director Review

Leo reported that he, John, Jenny and Sirkka had completed a review of Starr. They designed a survey that was sent to trustees, staff, Friends, and Town officials, analyzed the results, wrote a report and met with Starr. She is doing a wonderful job!

CONTINUING BUSINESS

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

Starr: The Town is not lifting its mask mandate. The staff is doing more cleaning of keyboards and other surfaces.

Tool Library update

Starr: There is a meeting on November 17, which will include Steve Dotson, Gabe, Timetrade, and Edible Brattleboro. There is some erosion on the edge of the library where the shed will go, and a landscape architect will look at that. The building is still expected to be in place by April, but we can get some equipment before the shed.

Personnel update

Starr reported that the ILL librarian and a Clerk 2 in Children's room have started. The 15-hour circulation desk position has been posted and closes on November 20.

Committee charges

Kate asked what the charges should contain. Jenny said they are meant to give the Board a sense of a year, and what the committee will be focusing on then. The Board can approve them, or direct the groups to additional tasks. They are not meant to be mission statements. Leo asked that the charges be sent to him when done.

Nominating Committee

Leo, Howard and Karen now are on the committee, and recruiting has started to replace Jane (who cannot be replaced!). They expect to have candidate names by early December, and interview in time to get into the Town Meeting booklet. Starr reported receiving two applications so far, and will forward them to the full Board.

NEW BUSINESS

- Grant for water bottle refilling station

Starr reported that we will apply for a grant from Green Up Vermont, facilitated by Chittenden Solid Waste District, to replace the second floor water fountain. This includes the station and up to \$1,000 for installation.

Jenny made a motion to support applying for this grant, Ann seconded, all in favor, unanimous.

- Selectboard Budget hearing: will be on November 30, starting at 6:15 pm, but it is expected they will not get to the Library budget for several hours after that.
- Ebike update

Starr noted that the 2 bikes will need to go somewhere, and we are looking for a solution to keep them at the Library. The liability insurance is about \$3,000 a year, and Starr will meet with the Town attorney tomorrow to discuss this. She reported that Time Trade will fix the bikes and train riders, and their maintenance is in the budget. Leo suggested that we look at the cost of spending \$3,000 in insurance which equates to \$50 per use. While this program generates good will, it is expensive and we should look at potential sponsors for the program.

- Hybrid meeting option

There was discussion of offering hybrid meeting options in the future, with some attending in person and others remotely. The new big screen in the meeting room is great and has made it easier to see everyone on screen. It was noted that those attending remotely could not hear everyone in the room equally well, partly because of masks but also due to physical spacing of people. Leo suggested that we offer the hybrid option again, but asked that everyone notify Starr in advance how they will attend, so

that the furniture in the meeting room can be moved so that everyone will be visible to those attending remotely.

6:15 pm. Karen moved to adjourn; Jane seconded. Leo adjourned.