

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, March 8, 2022 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Jennifer Rowe, Ann Varilly, Howard Burrows, Leo Schiff, Jane Southworth, John Woodward, Kate O'Connor, Jen Robb (Interlibrary Loan).

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

Agenda/Changes or additions: remembering Helene Henry

Public Comments: none

Minutes of February 8, 2022: Jane moved to approve; Ann seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Howard update

- There are about \$300 worth of books in storage to sell at Amazon. Joyce of the Friends will pursue this.
- Friends gave us funds to buy a pronunciator tool, which includes Afghan languages and also has online ESL tutorials.

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

- The committee moved its next meeting to April, when we will have a budget breakdown from the endowment. The Loud issues are moving forward slowly.

C. Technology Committee – Leo Schiff, Update

- Thanks to Jeanne or the incredible minutes included in the packet. There is a question of unmet needs and staff capacity, particularly for elements of the new website, including keeping it updated and understanding analytics. In response to Jenny's question of how much staff time is needed for those items, Starr said she will talk to a team of supervisors of how to redistribute Maria's hours to include some of those tasks.

D. Buildings and Grounds—Sirkka Kauffman, Chair

- The committee was snowed out in February and will meet on March 25th, with continued discussion of library signs and tree issues.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard reported that IMLS has released a strategic plan with 4 goals. He suggested that everyone join VLA and NELA, with Starr able to pay for us as a group. The NELA conference will be in Manchester, NH in person in October, and ALA in DC in June.

F. Strategic Planning Committee

- Karen referred to the minutes, noting the meeting with Greg Hessel to kick off the process. We need to reach out to underserved populations. Karen gave Greg a list of

groups to possibly hold focus groups or forums of the leaders of those groups. There is a rough timeline and the committee will monitor the progress.

- The committee is working on its charge, and may want to change its name. Leo noted that we have put a hold on a potential outreach committee which seems part of Strategic Planning now.

G. Department Reports: in packet

- Jenny noted that circulation numbers are still relatively low, and Starr responded that they will increase as more people are coming in now; we are starting in person programs again; and schools are coming in.

CONTINUING BUSINESS

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

Starr: Volunteers are starting to come back, along with the New Yorker discussion group, and the First Wednesday for April will be in person with BCTV recording it. Small meeting rooms can be reserved again, and we will open to 9 pm on Tuesdays and Wednesdays once the new hire comes on board. Staff are a bit anxious, but glad that most patrons are wearing masks.

Tool Library update

Starr: The shed will be delivered fully assembled on April 1st. Time Trade and Edible Brattleboro are interested in helping paint it, get a sign for it and prep tools as part of a working group.

Personnel update

Starr: There are 11 applications for the 15 hour a week position, and then we will be staffed to the point when we were fully open. Leo asked about the funds in the grant for the Tool Library for 5 hours a week, but Starr noted that was for an independent contractor. Gabe will be entering items into the tool reservation software. We have been approved for a second year of VISTA, but it must be a different person.

Committee charges/work plans

Jenny clarified that these are not mission statements, but rather the idea of a “to do” list or work plan that each committee should do every year. Once we have them all, the Board will need to vote on them, ideally in April or May after new trustees come on, and some committee members shuffle to different ones.

E-bikes

Starr reported a meeting is scheduled with Local Motion, and we are moving up the goal to be operational by the end of March.

NEW BUSINESS

- Remembering Helene Henry

Starr had forwarded an email from Barbara George, requesting consideration to place a granite bench on Estey Street in memory of Helene Henry, who had been on the Library

Fine Arts Committee. After discussion of Helene's role at the library and other organizations, Leo suggested that we may support the idea and contribute toward it, but not take a lead or significant role. The Friends may be discussing this at their next meeting.

- Farewell to Jane

Tremendous kudos to Jane Southworth for her 9 years of service on the Board where her numerous accomplishments include leading the completion of the safety plan and the previous strategic plan. She has been a tremendous gift to the community, always willing to work, contributing her wisdom, wit and spirit. Jane responded that she wished to trumpet staff capabilities, especially for children's and teens activities; Starr; and the Board.

6:00 pm. Jane moved to adjourn (for the last time); Howard seconded. Leo adjourned.