

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, June 14, 2022 4:45 PM**

**Minutes**

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Jeanne Walsh (information services librarian), Jennifer Rowe, Howard Burrows, Leo Schiff, John Woodward, Kate O'Connor, Ann Varilly. Absent: Joyce Sullivan.

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

Agenda/Changes or additions: Executive session requested by Starr

Public Comments: none

Minutes of May 10, 2022: Joyce Marcel's name to be corrected. After that change, Ann moved to approve; Karen seconded. All in favor.

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

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

- At the annual meeting, Sue Dyer and Karen Duggan were installed as co-presidents.
- The largest budget ever was passed, including \$16,000 for digital media, and increases for programs and events.
- The garden party will be held on July 17<sup>th</sup>.

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

- Members of the committee have talked with two viable potential candidates to appraise the Loud collection. We do not currently have insurance on the collection, and need to have the appraisal first.
- We have received the archives of the Brooks Building fund, which has its own trustees. We may be able to get oversight of the funds in it.

**C. Technology Committee**

- No report, but Leo noted that he is looking for a new chair. Currently Howard and John are the other members.

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

- The committee invited a landscaper to look at the “path of desire” in the back. He will send us some sketches for options, and pricing. Signage is on the back burner as we look for additional potential providers.
- Starr noted that the volunteer gardeners from last year have now returned and are working.
- Sirkka reported that Karen has agreed to take over as chair in June.

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

- Howard attended the VLA unconference, and is planning on attending ALA.

#### F. Strategic Planning Committee

- Ann reported that we have received 357 survey responses, of which 10% were from non-users. There were 3 raffle winners, and it was suggested that this be publicized by a letter to the editor.
- Reminder that the retreat with trustees and staff is set for Thursday, June 23<sup>rd</sup> from 9 to noon.

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

##### Director

Starr noted that we have been working with the Justice Center on issues of staff stress. She also requested those interested to participate in the July 4<sup>th</sup> parade.

##### Reference and Technical Services

Jeanne reported that the courier service is very busy. It includes items available both through the Catamount common catalog, and ILL (Clover system).

#### **CONTINUING BUSINESS**

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

Starr: We are fully staffed now, and back to the regular schedule, including later weeknights. We are low on volunteers returning, but Starr will reach out to more.

##### Tool Library update

The grand opening went smoothly, and the new sign is wonderful! The shed is not currently insured, and Starr will work on getting it on the insurance schedule.

##### E-bikes

The reservation process is working well, and the volunteers from Time Trade great.

Jenny moved that we go into Executive Session about personnel matters; Leo seconded; all agreed. Session called to order at 5:50 pm, and ended at 6:05 pm.

#### **NEW BUSINESS**

- Discussion of funding Director's attendance expenses at ALA conference  
Starr estimated expenses of \$500 for registration, \$200 for train, and \$1,300 for single room. Jenny moved to approve \$2,000 for these expenses, Leo seconded, and all approved.

6:12 pm. Leo adjourned.