

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, July 12, 2022 4:45 PM**

**Minutes**

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Matt Wojcik (electronic services specialist), Jennifer Rowe, Howard Burrows, Leo Schiff, Joyce Sullivan, Kate O'Connor, Ann Varilly. Absent: John Woodward.

Call to Order / **4:47 PM** Leo

Agenda/Changes or additions: Discussion of whether to hold August meeting.

Public Comments: Marshall Patton and Rikki Risatti introduced themselves and were welcomed. Rikki brought up a discussion about acquisition of materials and how long they take to get cataloged. Staff responded that it depends on where the materials come from, and how unique they are. Rikki advocated that the library should buy more indigenous authors' materials in a way that directly supports the authors, rather than corporations that may claim to be indigenous. Starr noted that there may be the option of Interlibrary loan for some of the items that Rikki has previously requested, but that she would continue to work with staff to review that list again.

Minutes of June 14, 2022: Revision needed to include vote to go into executive session, and the reason for it. After that change, Karen moved to approve; Ann seconded. All who were in attendance voted to approve.

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

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

- Plans for July 4<sup>th</sup> activities were made.
- The garden party will be held at the home of Sharon Myers on July 17th.
- The ice cream social will be held sometime around Labor Day.

**B. Finance/Asset Development Committee—Jenny Rowe, Treasurer**

- We have talked with two viable potential candidates to appraise the Loud collection, one who is eager to move forward, and the other we are still waiting on.
- We are waiting for the Town to close the books on the year before doing our year-end reports.

**C. Technology Committee**

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

**D. Buildings and Grounds—Karen Tyler, Chair**

- No report. Karen noted that the committee will not meet in June, July, and possibly August unless there is something urgent.

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

- Howard attended the ALA conference. He noted that many States now have executive directors of library systems.

#### F. Strategic Planning Committee

- Ann referenced the minutes of the last meeting and the survey results.
- We are trying to have 3 or 4 micro forums with groups such as the Rotary, Chamber of Commerce, American Legion or Auxiliary, to include 3 basic questions. Ann noted that if Greg does these, we will be over budget for his contract.

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

##### Director

Starr noted that the State Librarian came to meet with staff. Starr attended ALA, including sessions on financial literacy, book censorship, trauma in the workplace, and privacy issues. Discussion ensued as to whether we need more language around privacy than we currently have. Howard noted that OverDrive sells data to Google, and Matt reported that other vendor options are coming soon. A self checkout system would cost \$20-30,000, including a new security system.

##### Reference and Technical Services

Circulation figures show that we are at 86% of pre-pandemic levels.

### **CONTINUING BUSINESS**

#### Tool Library update

Business is brisk, and Kevin is great with giving inspections, and doing inspections of returns.

### **NEW BUSINESS**

- Discussion of holding no meeting in August. All in favor. Next meeting will be on September 13<sup>th</sup>.
- Request to film Trustee meetings and “publish” them on BCTV. Rikki had requested this as a possibility to document meetings. Discussion about cost, equipment and personnel needed followed. Jenny noted that our current policy is to have minutes. We do have Zoom recordings of many previous hybrid and completely remote meetings; those are large video files that could be given to BCTV to post but may be cumbersome. The consensus was that if someone from BCTV wanted to come to record our meetings, they could do so, but at no cost to us.
- Debrief of Staff/Board planning session. Ann asked each Trustee to comment on the experience. Themes that emerged include: staff were very open about their interests and concerns; need for more staff; use of building space; and obtaining benefits for part-time staff.

- 6:25 pm. Kate moved to adjourn; Sirkka seconded. Leo adjourned.