

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, September 13, 2022 4:45 PM

Minutes

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

Call to Order / **4:45 PM** Leo
Agenda/Changes or additions: none.

Public Comments: Rikki Risatti present, and would speak during discussion of first item under Continuing Business.

Minutes of July 12, 2022: Ann moved to approve; Karen seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Starr update

- Karen (Friends president) is working on annual appeal.
- Book sale will be held right after Thanksgiving, and donations are being accepted.
- The ice cream social was well attended and raised \$168.

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

- We have one viable potential candidate remaining to appraise the Loud collection, and will move forward with them on the first phase to cost \$1,500. The Board previously approved \$5,000 total for the project.
- Jenny referred to the year-end reports in the packet, and noted that the endowment was down 14% over the year. The Committee will meet with Prentiss Smith in October.
- Starr reported she will start this month to plan next fiscal year's budget.

C. Technology Committee

- No report.

D. Buildings and Grounds—Karen Tyler, Chair

- No report.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard would be attending the technology group this week.

F. Strategic Planning Committee

- Ann reported on the August 30th meeting, and summarized the micro forums. The final retreat will be held on September 29th from 6 to 9 pm, and asked that attendees review

the materials ahead of time. We expect to identify core strategic themes and action steps, which will be fleshed out later by the Committee.

- Rikki asked whether as part of the planning process there would be more contact information for the Board added online. Leo responded that was not part of the planning process, but we had discussed it and decided not to include personal email on the library website. There is a trustees email, which Starr monitors and forwards to individual Board members as needed.

G. Department Reports: Director; Reference

Director

Starr noted that interactions with patrons have become more complicated and time-consuming. She has been in touch with HCRS about speaking to staff and about online mental health courses. After discussion of potentially hiring a paid or volunteer social worker or advocate for the library, Leo asked that this issue be placed under New Business for the October meeting.

Reference and Technical Services

Circulation figures show that we are at 80% of pre-pandemic levels. Jeanne introduced Beth Johnson, the new VISTA, who has been connecting with partner agencies and working on the community database.

CONTINUING BUSINESS

- Request to film Trustee Meetings and “publish” them on BCTV: Leo noted that historically minutes have been accurate enough for a historical record and accountability. Rikki would like meeting files to be archived and accessible. John asked if we could get data on how often minutes online are accessed, and noted that if we archive zoom meetings, the large files will eventually cost us something. Starr will ask Matt to investigate the cost. Leo reiterated our willingness for filming, but not a zeal to take the initiative on this. The public needs to ask BCTV if they wish to do so, but at no cost to us.

NEW BUSINESS

- Personnel update: In addition to hiring Beth as the new VISTA, Anna has started as the new accounts clerk.
- Food for September 29th strategic planning session: Leo made a motion to allocate up to \$250 from Board approved projects for food and refreshments. All were in favor.

5:55 pm. Leo adjourned.