

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

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Chloe Liotta-Jones (assistant youth services librarian), Jennifer Rowe, Leo Schiff, Joyce Sullivan, Ann Varilly, John Woodward, Kate O'Connor, Howard Burrows.

Call to Order / **4:48 PM** Leo

Agenda/Changes or additions: Longevity bonuses for part-time staff.

Public Comments: none.

Minutes of November 9, 2022: Karen moved to approve; Ann seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Starr update

- Book sale is ongoing as is the raffle for 8 baskets. Drawing will be on December 21st.
- The annual appeal letters are out.

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

- We have agreed to pay Amy Schlegel NTE \$3,000 to appraise the 50 higher-value items in the Loud collection. We are looking at how we may need to change the Fine Arts policy if we receive funds from auction(s) of any Loud items. Starr will ask Mara Williams to come and speak to the Board.
- We have received \$126,000 from the Brooks Building Fund, which will go into a new separate Schwab account with Prentiss Smith.

C. Technology Committee

- No report.

D. Buildings and Grounds—Karen Tyler, Chair

- We are making progress on the project of figuring out outdoor drainage, steps and seating. Matt took many external pictures of the building and grounds so that we can discuss anew what and where we want new signage, before contacting several firms. Karen also encouraged staff ideas on improvements, especially for the staff room.
- Kate reported that the Town has about \$2.7 million in ARPA funds, and may be asking for projects for long-term improvement and public use. We should be prepared by early next year to come up with ideas, and the outdoor space project at the back of the building may be a good candidate.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard noted that the ALA midwinter meeting will be in New Orleans in January.

F. Strategic Planning Committee

- Ann circulated the latest draft, and asked Trustees to review it and send comments. She noted that a section on evaluation will be added to provide direction for continued improvement. A value statement may also be added. We are looking to adopt the plan in February.

G. Department Reports: Director; Youth Services

Youth services

Chloe noted that the plates and bowls are back, a record number over 400. There is a new display of books in Dari and Pashto, and early bilingual dictionaries. We received funding for bilingual resources and a large donation of books for this collection.

Director

Starr reported on a visit with a full-time social worker at a Halifax, Nova Scotia library, known as a Community Navigator. She spends 58% of time for staff training and support, and the rest on connecting with other offices.

Starr also noted that we are combining many digital resources statewide, and need to educate our patrons on changes.

CONTINUING BUSINESS

- Discussion of possible library social worker:

Ann contacted BMH, and they recommended the Copeland Center for Wellness. She or Starr will follow up with that group. Leo suggested a potential collaboration with other community groups, possibly hiring someone, but not on the Town payroll. Starr will reach out to SEVCA and HCRS again. Leo suggested forming a subset to work on contacting potential collaborators, and Starr and Karen agreed to join, with Joyce as support.

NEW BUSINESS

- Procedures for submitting agendas and minutes

Since meetings have to be warned 48 hours in advance, committee chairs should send the agendas to meet that requirement to Anna@brookslibraryvt.org in Word format and copy Starr. Minutes should be posted within 5 days, and sent in pdf format to Anna and Starr. Full Board minutes should be sent to Matt in pdf format, copying Starr.

- Budget update

Starr reported that in the fall budget discussions with staff and department heads start. She has discussed the desire to hire an outreach and programming librarian, a paraprofessional who would not need to have an MLS, at a cost of \$77,000 with benefits.

- Year-end bonuses for staff

The Trustees have voted to give these for the past 2 years, last year giving \$300 to full-time staff, \$200 for those working >20 hours/week but less than full-time, and \$100 for those with <20 hours/week. After discussion of various options, Karen made a motion, seconded by Joyce, to give all staff members \$250, for a total of \$5,000 from Board approved projects. Since the VISTA cannot be given cash, Jenny moved that we give her a \$250 gift certificate from the same fund. Both motions were approved unanimously.

- Longevity bonuses for part-time staff

Full-time staff receive \$30/year of service at the end of the year, paid for by the Town. Starr was able to have that given to part-time staff also, but discovered that they did not receive it this year. After discussions with the Town, there was confusion about who was to pay for these this year. Update: Starr was able to get these paid this year by the Town, but this may fall to the Trustees in the future.

- Schedule trustees attendance at Friends 2023 meetings.

Starr will do this electronically.

6:50 pm. Leo adjourned.