

**BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday January 10, 2023 4:45 PM**

Minutes

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

Call to Order / **4:49 PM** Leo

Agenda/Changes or additions: New trustee recruitment.

Public Comments: none.

Minutes of December 13, 2022: Ann moved to approve; Karen seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Sirkka and Starr update (no physical meeting held in December)

- Book sale had raised about \$2200 in mid December. Drawing was held on December 21st.
- The annual appeal had raised about \$2600 in mid December, but envelopes are still coming in. The Friends are looking into printing thank you notes for donations from Howard Printing.
- They are looking into purchasing a Treasury bill in January.
- Starr reported the Friends have received a \$10,000 bequest.
- Starr asked everyone to sign up for a Friends meeting slot for 2023.

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

- We have a contract from Amy Schlegel NTE \$3,000 to move forward with the noticing and auction process of items in the Loud collection. John made a motion to approve this amount from Board Approved projects; Kate seconded; passed unanimously.
- John asked for discussion on whether the full Board should see the list of Loud items that we may wish to keep, sell or donate. Leo responded that the committee meetings are open and anyone could look at the list. Kate suggested that for transparency we should all at least get a copy of it. The sense of the Board was that the committee could make the decision on the three proposed categories, with the final list to be voted on by the Board.
- Jenny reported that the \$126,000 we received from the Brooks Building Fund is now in a new separate Schwab account with Prentiss Smith. We need to decide how to handle

that, and recommended that we draw 4% each year and invest the rest, similar to current practice on our other funds.

- Jenny presented the proposed 4% draw from the 12/21/22 year end account values:

General endowment: \$83,600

Loud Fund: \$987

Calista Fund*: \$800

Legacy Fund: \$1,840

Building Board Fund: \$4,983

(*Note that Calista Fund allows for the lesser of \$800 or 4%)

Jenny moved that we approve the above amounts for the next fiscal year; Ann seconded; unanimously passed.

C. Technology Committee

- No report.

D. Buildings and Grounds—Karen Tyler, Chair

- Karen referred to the minutes in the packet. We are getting more detailed drawings for the outdoor improvements, which may go out to bid. In terms of signage we are considering an inexpensive portable banner for the front as a temporary measure.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard noted that there are two NELA meetings this week, and he is working with VLA and the Vermont School LA on the April 3rd conference. He noted that all Vermont libraries may receive \$500 from a foundation of State libraries.

F. Strategic Planning Committee

- Ann asked for comment on the latest draft. Karen suggested that a Values statement would be useful. The next step will be to meet with Library staff on a Thursday to brainstorm values. Starr and Jeanne suggested a hearty round of applause for Ann as chair.

G. Department Reports: Director; Digital Services

Digital services

- Jeanne distributed comparative statistics for 2021 and 2022. Database use was up 35%, with the biggest increases the VT Online Library and the NY Times. Online learning dropped by 57%, mainly from Mango. eBooks/Audio and Online video were steady.
- Beth previewed the Access Brattleboro Community database prototype that will eventually be available to the community.

Director

Starr reported that we are starting a yoga class for staff on Fridays at 9:15. Other Town employees and Board members may also attend.

CONTINUING BUSINESS

- Discussion of possible library social worker:

Starr has spoken to the new Town manager, who is amenable to having a centralized person on call, with a focus on the Library. Leo envisions that Starr, Karen and Joyce continue to work on contacting potential collaborators.

NEW BUSINESS

- Revision of Behavior Code

Starr reported that staff has revised the Code, previously circulated to the Board. We are not allowed to say that the public cannot bring weapons in, since the library is not in the same category as schools. She noted that there will be an MLK teach-in by Aware on Saturday after the State representative forum.

- Annual Report

The Report is due January 16th, and Starr will contact those whose input is needed.

- New trustee recruitment

After the meeting two months ago when all Trustees agreed to continue on the Board, it was discovered that Howard is at the end of the 9 years one is allowed to serve, and will be stepping down after Town Meeting. Starr will move the recruitment process publicity forward. Joyce will join Leo, Jenny and Karen on the Nominating Committee.

6:24 pm. Leo adjourned.