

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday April 11, 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, Nikki Holland. Also present: outgoing Trustee Howard Burrows.

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

Public Comments: none.

Minutes of February 14, 2023: Kate moved to approve; Jenny seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

Introductions and welcome to Nikki! Leo asked each Trustee to introduce themselves, followed by Nikki Holland saying a few words about her background and interest in the library.

- A. Friends of the Library- Starr and Ann Varilly update
 - The Friends purchased another Treasury bill.
 - There will be an event near the end of May, “Novels, Nonfiction and Nosh,” for which the Friends are looking for donations of “like new” books.
 - Leo suggested that at our next meeting we review the coverage of Friends meetings.
- B. Finance/Asset Development Committee—John Woodward, Chair
 - John brought the wording of the public noticing draft for discussion, for which no vote is needed. It will be posted next week initially, and then reposted as needed.
 - He then asked for discussion of the two auction lists, one for William Smith Auctions, and one for Bonhams Skinner sales proposals. Joyce moved, and Leo seconded that the Trustees approve those two lists of items. All voted in favor.
 - Jenny noted that the quarterly report on endowment includes foreign fees and taxes, and because of the small amounts it is not worth our time to deal with them. We could ask Prentiss Smith to not invest any of our funds outside the U.S., but this would restrict the diversification.
 - Jenny agreed to provide a financial orientation or refresher at the next meeting.
- C. Technology Committee
 - No report.
- D. Buildings and Grounds—Karen Tyler, Chair

- Karen noted that the flag in front is outside now. The flags cost a bit more than expected, but they are double-sided. Discussion followed about the outdoor building project, with a the design projected onto the big screen to better understand it spatially. The initial cost should be about \$40,000, starting with the seating, then the path, and finally the roof. There was a suggestion to add a design and cost estimate of extending the retaining wall to the street. The general sense was that the committee may move forward with the project at its next meeting on April 21st. Karen will see if Alec can come to the next Board meeting with updated designs and some materials that could be used.
- Alec has submitted a sketch for the cover on the book drop. It would cost \$3,600 in metal, with an additional \$900 for shingles.

E. Advocacy and liaison to library organizations

- Starr reported that she, Sirkka and Jen attended the joint VLA and the VSLA April 3rd conference in Burlington. At the session on Capital Projects Grants it was suggested that large projects up to hundreds of thousands of dollars might be viewed very favorably, as could projects with several phases.

F. Strategic Planning Committee – Ann Varilly, Chair

- Ann reported that with the Plan completed, they were working on marketing materials which she passed around. Starr will be checking in with staff on various items in the Plan. Leo reminded us that it is a living document.

G. Nominating Committee – Leo update

- Finished its business for this round.

G. Department Reports: Director; Reference; Youth Services – all in packet

Director

Starr noted that April 25th is National Library Workers Day. We agreed to give the staff a cake from Amy's and have it at noon that day. Trustees are welcome to attend.

CONTINUING BUSINESS

- Social work assistance at BML:

With the temporary closing of the shelter, the Library has become the center for their residents' mail, and a drop-in center. The Town made the decision to hire the new social worker to work with the police, but the Library may request his services. There was agreement that more resources are needed.

- Second reading of amendment to Endowment Policy, to add the Brooks Building Fund and the proposed draw of 4% from it annually.

NEW BUSINESS

- Election of officers

Leo moved, and Kate seconded the following slate of officers, which was unanimously approved.

President: Ann Varilly

Vice President: Karen Tyler

Secretary: Joyce Sullivan

Co-Treasurers: Jennifer Rowe and John Woodward

- National Library Week: April 23-29.
- Safety: Starr reported that we do receive police support, and staff have panic buttons. There was discussion of options to get around having one person alone in the evenings in the Children's Room.
- Appreciation and farewell to Howard for his 9 years of service as Trustee!

6:48 pm. Leo adjourned.