



Board of Trustees Meeting Materials for July 11th, 2023

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, July 11, 2023 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEErWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

Minutes of June 13, 2023

<https://brookslibraryvt.org/wp-content/uploads/2023/06/20230509-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update

B. Finance/Asset Development Committee—John Woodward

- Update on finances and budget process
- Update on art collection

C. Technology Committee

- No report

D. Buildings and Grounds—Karen Tyler, Chair

- Update

E. Advocacy and Liaison to Library Organizations

- No report

F. Strategic Planning Committee—Ann Varilly, Chair

- Update

G. Department Reports: Director, Reference

CONTINUING BUSINESS

- Social work assistance at BML
- Safety
- Committee assignments and workplans
- Board picture

NEW BUSINESS

- Town charter review, as pertains to BML Board

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, June 13, 2023

Minutes

Present: Kate O'Connor, Ann Varilly, Jenny Rowe, Leo Schiff, Karen Tyler, Starr LaTronica, Lindsay Bellville, Joyce Sullivan. Absent: Nikki Holland, John Woodward, Sirkka Kauffman

Ann called the meeting to order at 4:46pm

Additions to the minutes: None

Changes to the minutes: Correction made to Laura Paris name spelling.

Committee Updates and Department Reports:

Friends of the Library:

Starr attended the last meeting. Novels and Nosh was a success raising \$900.00 BML has been named for donations in the memory of a past patron. Current donations collected is \$800-\$900, this is to be spent on popular titles.

Finance Committee:

Jenny presented this year's budget. This year's allocations are lower than last year. Past year's surplus is expected to cover the difference. Notable changes are Downloadable materials is a new line item of 10K, there is no longer a need for a Fine Arts allocation, Outreach has increased.

Leo Schiff moved to accept the budget

Kate O'Connor seconded it.

All in favor to pass the budget as is.

Windham County Historical Society has accepted a number of items from the Arts Collection.

Public announcement to be released this week. Decision to post notice in both the Commons and the Reformer was made.

Ann made a motion to accept the notice as is.

Leo seconded it.

All in favor...motion approved.

Technology Report: No report

Buildings and Ground Committee:

Waiting for more information from Alec Goldschmidt before the board can go to the town and/or apply for grants.

Advocacy and Liaison to Library Organizations: No report**Strategic Planning:**

Starr has begun to work with the staff on the Strategic Plan. Trustees are also responsible for implementing the strategic plan. Starr presented the Strategic Plan at the recent town retreat.

Department Updates:

Lindsey presented the Summer Reading Program; Thursdays storytime at the Retreat Farm, Tuesdays at the Common with Robyn.

Summer Food Program to continue.

Leo requested a circulation report for next month's board meeting.

Continuing Business:

Social work assistance at the library: Starr requested from the town a social worker position. Awaiting to hear from what funding may be coming from the state. Embedded social worker in the BPD has been hired.

Committee Assignments:

Finance Committee: John Woodward, Chair, Jenny Rowe, Sirkka Kaufman, Ann Vailly.

Building and Grounds Committee: Karen Tyler, Chair, Joyce Sullivan, 3 members from the community.

Strategic Planning Committee: Ann Vailly, Chair, Kate O'Connor, Leo Schiff.

Technology Committee: Leo Schiff, Chair, John Woodward, Nikki Holland.

Nominating Committee: Leo Schiff, Chair, Joyce Sullivan, Jenny Rowe.

*** Sirkka Kaufman has expressed an interest in taking on the focus/role of the Liaison to Library Organizations.

Marketing Team and Plan: To be discussed next month.**Statistical Comparisons of BML to other VT libraries:**

Lindsey presented data comparing BML to other VT libraries. Within this data were indicators of what the staff is doing, the circulation, the number of visits by patrons to the library and the division of full time and part time staff.

BML is 3rd in the state for circulation.

BML is 8th in the state for population.
BML has a greater number of visits.
Other libraries have more full time staff.

Some discussion around a self check out to lower the demand at the circulation desk.
Noted here was there was no replacement for the personal interaction the staff engages in with patrons, which is for many patrons the purpose of their visit.

Discussion around equity and labor practices. BML will plan to continue to work with staff to look more deeply into this data, the labor extended at the library and how it translates into salaries.

Meeting Adjourned at 6:38pm.

Minutes submitted by Joyce Sullivan.

Can we protect religious liberties *and* sexual minorities?
What the *Makin* decision might mean for Vermont
Brooks Memorial Library
September 6, 13, and 20, 2023

[Constitution Wrangler Meg Mott](#) will lead a three-part series on the contentious issue of **school vouchers**. Following a 2021 Supreme Court decision, Vermont may no longer exclude religious schools from the voucher program. Some argue that this program will legitimize religious beliefs that discriminate against sexual minorities. Others argue that if parents can send their kids to private schools, why shouldn't they be able to send their kids to parochial schools? Under the laws of polarization, those two positions are mutually exclusive. But under the pleasures of complex understanding, there are myriad arguments to explore.

September 6: *What the Court Said*: The Supreme Court case that forced Vermont's hand is [Carson v. Makin](#). Besides considering the arguments of the Court and the dissent, we'll look at the practical implications of this decision and how activists on both sides are using it to increase polarization.

September 13: *What We Could Say*: *Makin* maps out the tension between religious liberties and non-discrimination, but that is just the tip of the iceberg. We will explore a rhetorical ecosystem using the ideals of progressives, libertarians, and conservatives to consider both points of view. What would a conservative argument *against* the voucher program sound like? What about a progressive argument *for* the voucher program.

September 20: *What We Need to Say*: In this final class, we'll consider productive reframes to decrease polarization. What sort of language might convince progressives that school choice is in their best interests? What sort of language might convince conservatives that non-discrimination concerns are important to their cause? If persuasion is more pleasurable than polarization, maybe we can kick this self-destructive habit!

Meg Mott taught political theory and constitutional law for 20 years at Marlboro College. She has opined on due process in the *Washington Post* and *Inside Higher Ed*. She operates under the ancient principle that democracy is an inside job.

Director's Report for June 2023

Grant Funding Announcement: Thanks to the efforts of Stephen Dotson and the generosity of the Vermont Foodbank, the Field to Fork tool lending project has been funded for another \$20,000 to be spent on staffing, equipment, reservation software and more!

Community Collaborations: I participated in a community asset assessment at Centre Congregational Church with many other representatives for the town, including Sue Fillion and John Potter. I continued to attend the coalition of people working on strategies to address homelessness. Vermont edition included me in a segment with John Potter and Chief Hardy on crime in Brattleboro. The end of year picnic at Oak Grove School provided an opportunity for me to sign up kids for library cards and promote summer activities. Children's Room staff are conducting weekly storytimes at the Retreat Farm. Groundworks hosted a number of Town staff for a tour and an update of their policies and procedures.

Programs/displays: Summer Reading activities are in full swing for all ages. Come on in so you don't miss out on the fun! We hosted a Saturday concert on our Estey organ featuring singers who regaled a full house with songs from Tin Pan Alley accompanied by a ukulele ensemble. Adults also participated in a community mapping event with Amber Paris and teen services showed an outdoor movie to celebrate Pride. We also featured Pride displays in each department of the library.

Professional Development: Matt attended the online New England Library Association Conference called The Future of Library Technology. I presided over the Catamount Library Network meeting. I was fortunate to attend the Annual Conference of the American Library Association in Chicago, where I focused on building networks for advocacy and library support, ideas for strengthening staff morale, and examined new technology to better serve all patrons.

Friends activities: The Friends are planning a garden party fundraiser in August.

Personnel: We interviewed 2 candidates for the VISTA position this fall. We have made an offer to one.

Town activities: I enjoyed participating in the Selectboard retreat and found it to be a productive and informative day

Circulation statistics: We are essentially at our pre-pandemic levels for physical circulation, though we are out-performing on services and online resources (please see reference report).

2023	2022	2021	2020	2019
10317	9520	8332	3114	1096

BML Information Services:

Reference, Electronic Services, Interlibrary Loan, and VISTA June 2023

Sorry no narrative report for June, but here are some fun numbers!

Mid-Year Statistics:

Databases, Online Learning, & eBooks/Audio/Video from January through June

	2022	2023	% change
Databases <i>Periodicals, news sources, e-reference books, etc., measured as searches, page views, or articles retrieved, depending on the database</i>	24431	28847	+18%
Online Learning <i>Language learning, Learning Express, Universal Class, etc., measured as sessions or tasks accomplished, depending on the database</i>	404	1141	+182%
eBooks/Audio <i>e-checkouts</i>	6679	9734	+46%
Video <i>e-checkouts</i>	3301	3144	-5%

The jump in Online Learning is partly due to a flurry in the Learning Express database that followed our participation BDCC's Reality Fair for area high schoolers. Downloadable eBooks and Audio are catching on with "late adopters," especially with the new Palace app from VTLib. Robust use of reliable news sources is the main driver of the increase in Databases (yay!). And streaming video is leveling off, which might be just fine. --Jeanne Walsh, 7/7/2023

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 12 Jun
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	81,405.00	0.00	82,868.89	-1,463.89	10,410.42
01-6-2800-005.00 Staff Salaries	468,055.00	0.00	460,360.70	7,694.30	20,373.06
01-6-2800-005.01 Custodian	0.00	0.00	0.00	0.00	0.00
01-6-2800-005.16 Vacation BB - Retire Pay	5,000.00	0.00	15,547.06	-10,547.06	15,547.06
01-6-2800-060.00 Office Equipment	4,500.00	0.00	3,945.02	554.98	176.33
01-6-2800-124.00 Training	0.00	0.00	0.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	0.00	0.00	0.00	0.00	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	232.94	-32.94	35.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	5,638.00	362.00	1,223.19
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	4,288.17	-288.17	1,275.75
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	4,991.94	8.06	-48.39
01-6-2800-173.00 Professional Services	200.00	0.00	0.00	200.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	3,500.00	0.00	3,512.00	-12.00	0.00
01-6-2800-230.00 Fuel Expense	10,000.00	0.00	9,711.19	288.81	355.84
01-6-2800-235.00 Electric	18,875.00	0.00	19,376.29	-501.29	1,750.88
01-6-2800-240.00 Utilities	1,840.00	0.00	1,472.42	367.58	0.00
01-6-2800-250.00 Building Equip & Maint	20,000.00	0.00	17,626.85	2,373.15	1,685.07
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	3,958.42	41.58	17.07
01-6-2800-350.00 Telephone	3,000.00	0.00	3,453.45	-453.45	309.05
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	6,070.05	1,429.95	460.92
01-6-2800-500.00 Office Supplies	4,000.00	0.00	3,029.20	970.80	140.52
01-6-2800-501.00 Books - General	6,000.00	0.00	6,038.67	-38.67	0.00
01-6-2800-502.00 Reference Sources	18,250.00	0.00	18,250.00	0.00	3,338.26
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	8,500.00	0.00	3,518.83
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	3,000.00	0.00	277.73
01-6-2800-515.00 Replacement Books	2,500.00	0.00	2,420.59	79.41	191.96
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	7,502.06	-2.06	187.71
01-6-2800-525.00 Digital Subscriptions	10,000.00	0.00	10,000.00	0.00	254.22
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	6,047.14	-47.14	0.00
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	4,407.18	92.82	1,744.58
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	854.69	1,145.31	331.69
Total Library	715,325.00	0.00	713,102.92	2,222.08	63,556.75
Total Expenses	715,325.00	0.00	713,102.92	2,222.08	63,556.75
Total General Fund	715,325.00	0.00	713,102.92	2,222.08	63,556.75
Total All Funds	715,325.00	0.00	713,102.92	2,222.08	63,556.75

07/07/23
10:38 am

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 12 Jun

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kjohnson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-22/23 MTD Pd 12 Jun

01-5					
Revenues					
01-5-2800					
Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	4,705.35	-205.35	744.70
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,000.00	0.00	3,512.00	-512.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	66.00	-66.00	0.00
01-5-2800-370.00 Non-Resident Fees	13,000.00	0.00	15,043.00	-2,043.00	2,053.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	1,378.09	1,121.91	127.00
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	297.00	-297.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	5.00	-5.00	0.00
01-5-2800-450.00 Miscellaneous Income	1,000.00	0.00	359.01	640.99	0.00
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Total Library Revenue	24,000.00	0.00	25,365.45	-1,365.45	2,924.70
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Total Revenues	24,000.00	0.00	25,365.45	-1,365.45	2,924.70
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Total General Fund	24,000.00	0.00	25,365.45	-1,365.45	2,924.70
	=====	=====	=====	=====	=====
Total All Funds	24,000.00	0.00	25,365.45	-1,365.45	2,924.70
	=====	=====	=====	=====	=====

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 12 Jun
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.02 BR01 Buffer Account	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	4,873.21	0.00	3,954.15	919.06	806.10
04-6-2801-126.04 BR22 Staff Leave	5,377.73	0.00	0.00	5,377.73	0.00
04-6-2801-126.12 BR12 Trustees Conferences	2,027.48	0.00	858.93	1,168.55	0.00
04-6-2801-135.02 Library Donations to Town	0.00	0.00	0.00	0.00	0.00
04-6-2801-173.18 BR18 Conservation	220.72	0.00	423.04	-202.32	0.00
04-6-2801-501.05 BR05 Books Adults	25,000.00	0.00	25,000.00	0.00	4,367.59
04-6-2801-501.08 BR08 Local History Source	6,430.51	0.00	201.95	6,228.56	0.00
04-6-2801-502.07 BR07 Reference Sources	6,079.64	0.00	5,761.81	317.83	1,811.81
04-6-2801-505.14 BR14 Fine Arts	5,055.40	0.00	120.00	4,935.40	120.00
04-6-2801-505.16 BR16 Books Children	5,436.85	0.00	4,556.91	879.94	-1,009.93
04-6-2801-510.09 BR09 Young Adult Sources	3,238.65	0.00	3,130.71	107.94	1,311.60
04-6-2801-515.01 RF01 Replacement	0.00	0.00	0.00	0.00	0.00
04-6-2801-520.11 BR11 Periodicals & Newspa	9,109.18	0.00	3,724.04	5,385.14	417.36
04-6-2801-530.10 BR10 Non-Print	33,429.71	0.00	7,004.32	26,425.39	3,336.59
04-6-2801-531.23 BR23 Downloadable Media	0.00	0.00	0.00	0.00	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	4,578.03	0.00	1,340.70	3,237.33	191.20
04-6-2801-551.13 BR13 Adult Programs	5,817.06	0.00	237.94	5,579.12	0.00
04-6-2801-552.06 BR06 Juvenile Programs	6,057.61	0.00	5,441.23	616.38	1,246.10
04-6-2801-600.15 BR15 Board Approved Proje	30,056.10	0.00	13,525.46	16,530.64	300.00
04-6-2801-600.17 BR17 Outreach	13,126.30	0.00	7,143.27	5,983.03	10.54
04-6-2801-600.19 BR19 Gifts	5,392.44	0.00	790.29	4,602.15	97.94
04-6-2801-600.20 BR20 Projects	44,206.54	0.00	7,216.70	36,989.84	1,190.00
04-6-2801-600.21 BR21 Legacy	17,034.52	0.00	3,555.73	13,478.79	1,506.96
Total Library Trust	242,547.68	0.00	93,987.18	148,560.50	15,703.86
Total Grants Fund	242,547.68	0.00	93,987.18	148,560.50	15,703.86
Total All Funds	242,547.68	0.00	93,987.18	148,560.50	15,703.86

Finance Committee: John Woodward, Chair, Jenny Rowe, Sirkka Kaufman, Ann Vailly.

Building and Grounds Committee: Karen Tyler, Chair, Joyce Sullivan, 3 members from the community.

Strategic Planning Committee: Ann Vailly, Chair, Kate O'Connor, Leo Schiff.

Technology Committee: Leo Schiff, Chair, John Woodward, Nikki Holland.

Nominating Committee: Leo Schiff, Chair, Joyce Sullivan, Jenny Rowe.

Section 7. Board of Library Trustees.

- A. The library of the town of Brattleboro, the Brooks Memorial Library, is incorporated under 22 V.S.A. Chapter 3. It is also a town department.
- B. The board of library trustees is a body of nine (9) persons serving three (3) years terms. Three (3) trustees shall be elected each year by the representative town meeting from among persons nominated by the selectboard and by the board of library trustees and from the floor of the annual representative town meeting.
- C. The board of library trustees shall establish the operating procedures and policies for the Brooks Memorial Library and its branches, approve the library budget request to be forwarded to the selectboard, and employ a library director who shall be responsible for executing the same through a library staff.
- D. Vacancies on the board of library trustees shall be filled by the selectboard upon recommendation of the library trustees until the next annual representative town meeting,

at which time a trustee shall be elected to serve for the remainder of the vacated term.