

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, February 13, 2024

Present: Jenny Rowe, Sirkka Kauffman, Ann Varilly, John Woodward, Starr LaTronica, Nikki Holland, Karen Tyler, Leo Schiff, Chloe Liotta-Jones, Joyce Sullivan, Kate O'Connor

Ann called the meeting to order at 4:47pm

No public present

Additions to the meeting: Nominating Committee Update

Leo Schiff moved to accept last month's minutes, John Woodward seconded it.

A. Friends of the Library: Nikki Holland

- *More than \$6000.00 made from the Book Sale and \$9000.00 from the annual appeal letter.

- *Discussion around ideas for "The Library of Things" and possible spring social events.

- *All of Starr's requests for money was granted, such as for a juggler for Winter Carnival, presenter for Black History Month, Memory Kits, and Hoopla (download platform)

B. Finance Committee: John Woodward

- *Committee underway in preparations to talk with the town regarding the separation of expenses.

- *Staff input on budget needs is being solicited.

- *Meeting to happen with Prentiss Smith

- *Reviewing endowment and fine arts policies for updating

- *As of the end of January, 30% of the budget was spent. BML has surplus money, but will be spent out by end of June.

- *Vote needed for dollar amount from unrestricted and restricted funds.

Leo Schiff moved to authorize \$96,385 for the 2024-2025 fiscal year, to be authorized in May 2024. Jenny Rowe seconded this motion. All in favor

C. Technology Committee: Leo Schiff

- *Matt is working on BML's new internet system

- *The needs assessment has been received from BML's departments

- * A new volunteer will begin to offer technology support to patrons.
- * Starr will outreach to VT Learning and SEVCA

D. Building and Grounds Committee: Karen Tyler

- *Possible grant from ARPA Funds through VT Department of Libraries.
The deadline is for March 12th, 2024
- * There are 2 potential new members to committee, one has experience as a project manager
- *Monroe Whitaker and Robin Sweetapple have joined to help with grant and design.
- * Book drop on hold until the ground unfreezes.

E. Strategic Planning Committee: Ann Varilly

- *Review of what the Trustees have achieved of the SP
- *Possible open house during National Library Week to demonstrate roles/duties/activities of BML staff.

F. Nomination Committee: Ann Varilly

- *Three interviews conducted for vacancy of the Board of Trustees.
Margaret Atkinson offered to join BML Trustees.
- *The remaining two candidates were offered to join as public volunteers on committees.

G. Department Reports:

Youth Services: Chloe Liotta-Jones

- * Life-size “Candy Land” to happen during Winter Carnival
- * Board games for after school activity for month of January
- * Month of the Young Child (April) in the planning.
- * Blind date with a book
- * Teen program revisioning itself

Social Work and Safety:

- *Two positions are still open for the Groundworks Outreach Team, Hopefully, one to be filled by a nurse.

Staff Recognition: Amanda gets our praises, as do all the staff.

Board directs that library close in emergency circumstances of lack of coverage and/or lack of Supervisor. Starr will follow up with Town Manager to establish procedure.

National Library week April 7th-13th. National Library worker day during that week.

Executive Session called from 6:02pm-6:10pm. Longevity Bonuses for part-time staff of \$30.00/year of service was decided upon.

Meeting adjourned at 6:16pm

Respectfully Submitted,
Joyce A. Sullivan