



Board of Trustees Meeting Materials for March 12th, 2024

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**Brooks Memorial Library
Board of Trustees**

**Tuesday, March 12, 2024, 4:45 PM
Meeting to be held on site or via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZ1S0J2OEERWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of February 13, 2024 <https://brookslibraryvt.org/wp-content/uploads/2024/02/20240213-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update – Jenny

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

- Update

C. Technology Committee – Leo Schiff, Chair

- Update
- <https://brookslibraryvt.org/wp-content/uploads/2024/03/20240228-Technology-Minutes.pdf>

D. Buildings and Grounds—Karen Tyler, Chair

- Update – U.S. Treasury Capitol Fund for Libraries Grant
- Other

E. Strategic Planning Committee—Ann Varilly, Chair

- No Update

F. Department Reports: Director, Reference, Youth Services

CONTINUING BUSINESS

- Social work and safety assistance update
- National Library Week April 7-13

PLACE HOLDER

- Town charter review, as pertains to BML Board
- Staff recognition

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

BROOKS MEMORIAL LIBRARY
Special Executive Meeting
March 05, 2024

Present: Starr LaTronica, Nikki Holland, Leo Schiff, John Woodward, Jenny Rowe, Kate O'Connor, Ann Varilly, Karen Tyler, Joyce Sullivan

Ann called the meeting to order at 4:47pm
No one from the public present
No changes or additions to the agenda

Continuing Business:

*Starr requested approval and signatures on a letter to authorize the application for US Treasury Capital Project Funds for Libraries.

*Current Budget is \$915,097.50

This does not include additions to the proposal, such as, generator, roof, and windows.

*Ann read the letter of approval for this application.

If this grant does not get funded there is a small grant that can be applied for.

John questioned if BML will not be granted due to the size of the request.

Starr confirmed that would not happen, if approved BML would be given funds for a part of the project.

*This project will meet the requirements for the grant:

ADA accessibility of all

Alternative energy sources i.e, generator and solar panels

*Letter of support from:

Molly Burke

DBA

Peter Elwell / Groundworks

Brian Benson

Wendy Harrison

Dan Tyler / Public Works

Emilie Kornheiser

*Grant application is due March 12, 2024 and awards will be given this spring.

*\$16 million are the funds for allocation from the VT Department of Libraries

Leo motioned to support the grant application and accompanied letter.

Ann seconded the motion.
All in favor.

Next Steps:

- *Building and Grounds Committee to meet on Monday, March 11, 2024.
- *This application is the last item on the consent agenda at the Selectboard Meeting tonight.
- *Robin Sweetapple to provide additional figures at the B&G committee meeting on Monday.

Meeting adjourned at 5:05pm

Respectfully submitted,
Joyce Sullivan

**Brooks Memorial Library
Building and Grounds Meeting Minutes, 2/16/24**

Present: Karen Tyler, Chair

Members: Christine deVallet

Elizabeth Tannenbaum

Matthew Wojcik

Lindsay Bellville

Joyce Sullivan

Starr Latronica

Gavin Watson

Guests: Monroe Whitaker, Robin Sweetapple

- **Call to Order** 9:05 a.m.
- **Agenda (Changes or Additions)**—no additions
- **Minutes of Meeting** 1/19/2024 –approved (1/19 and previous one)
- **New Committee Members** Introductions and welcome to new member Gavin Watson
Possible new member: Lin Taggard-not present at this meeting
- **Public:** Monroe Whitaker and Robin Sweetapple invited to meeting to comment on project. Monroe is a landscape architect who some time ago produced a plan for the area in front of the library. Robin is an architectural designer who has been the Director of the Brattleboro Development Credit Corporation.
- **Old Business** (see below for brief discussion on status of book drop)
- **New (and Old) Business**

Process for **CONSTRUCTION GRANT**. Robin and Monroe were invited to share their suggestions and to get comments from Board members.

Background:

--Plans were discussed by B and G Committee last year for outdoor seating project to focus on accessibility

--ARPA funds available through Dept of Libraries (from Covid federal funds for libraries)

Focus: to increase accessibility to building **and** to internet.

Amount: \$300,000-\$1.5 million (there is \$16 mil in grants to give away)

Grant deadline: March 12, 2024.

– Robin and Monroe are working on writing the grant application; they took a tour to see what is there and what options may exist.

Discussion points from Monroe and Robin:

--Looking at ways to make current ‘short cut’ in back of library safer and accessible to all.

--Want to consider adding seating, stairs and additional space for outdoor zoom meetings without Main Street noise.

-- Public Works is excited because of grant possibilities

Monroe presented plan to town recently with focus on possibilities:

Key points of possible plan:

--Increase accessibility to front of building, especially for those with accessibility issues.

--Look at additional parking spaces in front, dedicated as fully accessible spots

--Expand existing ‘pocket park’ in front to make additional places to sit

--Relocate newel posts (which were part of original library), similar to original usage.

--(re) Place planters (with big trees in them) in front, in plaza area: raise area to be level in front of building in order to be more inviting.

--Increase number of internet access locations:

--At Southern end, a structure can be built and tables added in front for improved internet access. Note: Street noise will still be a problem in that location but it's a good location for individual usage with headphones.

--Look at another area on side of building for a quieter space for zoom meetings.

Note: Parking spots in front are now used by people to gain internet access at all times

--Look at this project with all 3 areas as a whole. Bistro café; café tables; internet access.

Discussion and questions from library staff about possible changes (Lindsay and Matt) and committee:

--With new configurations, will access to rear of library be open to groups to rent so that library staff do not need to be there at all times?

--If changes are made, Children's Library staff need a better view from Circulation desk; need to have kitchen access. Note: want to enhance not take away anything.

--Erosion problem in back path; and path now is too narrow to pass others

--Lindsay: In evening only one staff person; if sit at desk, can't see what is needed for security. How to make accessible if there is a new door for entry ; need easy access for families with children.

--Matt: if new entrance, need to look at spaces on the side of building; perhaps move circulation desk to where easier to observe people coming in/out; will teen room be changed? Will Staff lounge need to be moved?

Lindsay: already out of space in Children's Room

Matt: can't take away footage from Children's Room, but perhaps if move entrance may have more visibility.

Lindsay: when there are downstairs events, need to secure upstairs area.

Matt: we have opportunity to really rethink library layout and fix some long standing problems. e.g add roof over path to library

Robin: Want to keep library functions and also add more space.

Joyce: Can we borrow some of meeting room but Lindsay notes: the room is already too small as a meeting room.

Next Steps Discussion/Questions:

Karen: take a step back; looking at short turn around for grant; imagine we need drawing and estimates in less than 4 weeks.

Monroe: this is opportunity to look at project in more detail

Gavin: Dec. 31 2026 project needs to be finished

Starr: need plans as detailed as possible now, but can be adjusted

Monroe: 2 plans--one for side and one for front—these will be enough for the next meeting

Money for developing more details, but needs to include enough detail to be evaluated (construction plans but not too detailed)

Karen: excavation, relocation, ADA accessibility need to be considered.

Monroe has time now to do exterior design plans

Matt: more inviting way to get to library from back—is this feasible?

Robin: some flexibility in grants for changes; focused under internet expansion and accessibility

Monroe: need to consider challenges to meet grant requirement

Matt: switchback with stairs built in. Focus: create level in back of library;

Lindsay: if door on back—access to parking area?

Monroe: (new) door location?

Matt: path from front of municipal center? Parking??

Starr: More parking in front?

Christine and Eliz: need more details; drawings to present to Committee

Lindsay: need focus on needs of families.

Security cameras--confidentiality

Matt: security cameras should be outside (esp back alley), but not inside

Town wants to use key cards for access to town buildings; guest cards?

Next steps:

--Starr: make commitment for money to support Robin and Monroe to draw up designs: grant includes money which could come back to us if we pay them now. Starr: will need letters of support from Board

Robin and Monroe will come back with estimates/drawings next week in order to get grant application in.

--Need extra meetings on the next few Friday mornings, 9:00 a.m, before grant is due.

--Include DPW, town people whose input needed.

Karen: appreciate enthusiasm and expertise of Monroe and Robin—and Starr. Committee agrees!

OTHER OLD BUSINESS:

Karen: **Bookdrop shelter**. When will this be finished? Is there a need to wait until ground is no longer frozen or can this be finished now (since it is in the paved area)

Next Meeting: Next Friday Feb. 23 at 9 a.m. Starr will find space.

Adjourn: 10:15

**Brooks Memorial Library
Building and Grounds Meeting Minutes, 2/23/2024**

Present: Karen Tyler, Chair; Starr LaTronica; Christine de Vallet; Matthew Wojcik; Lindsay Bellville; Gavin Watson; Elizabeth Tannenbaum, scribe

Guests: Robin Sweetapple, Claudia Prat, Monroe Whitaker, Dan Tyler (Dept of Public Works), Dan Adams (Tree Warden)

- Call to Order 9:05
- Agenda (Changes or Additions)
- Minutes of Meeting 1/19/2024 approved with one correction: Robin Sweetapple is the former Director of the Brattleboro Development Credit Corporation; now in private practice, and has done extensive work with the town.
- Public Comment: New Committee Member: Claudia Prat
- Old Business Ongoing and proposed projects:

Accessibility and Outdoor Seating Project

Monroe's and Robin's drawings

Gavin's drawing

Discussion points for Robin's Scheme A:

Issues discussed and questions:

hallway size; ways of egress; ways to enter library; parking by Municipal Center; ADA Access: change entry so enter in back or side of building: shrink staff room by a few feet; YA room changes; use of Meeting Room without access to rest of building- change door; 400 extra square feet

Discussion points for Scheme B: large storage room; lose 100 sq ft of mtg room; no change to YA and staff rooms; add door

GENERAL DISCUSSION/AREAS TO CONSIDER for changes: Back of building: seating area

Make outside more visually attractive

New windows? Option for an additional one?

Now lots of little storage areas; need more (larger) storage space but not in Meeting Room

For closed meetings, could add blinds

Starr--Note: We are not controlled by the first drawings as long as there is a plan and a budget and as long as we keep to the spirit of the plan

Monroe: note that this is an EXTERIOR grant; need to justify internal changes based on ADA and internet access

EXTERIOR DISCUSSION/POSSIBLE CHANGES:

Overhang at entry way; extend roof section to cover entry (note: Robin: as long as it doesn't touch building, it's easier to be accepted?)

Stone walkway can become an asphalt walkway (asphalt vs stone?)

Add handrails

Benches on walkway (Lindsay: slope and safety for children??)

Accessible garden space

Change of water line/electricity

Generator for backup power

Solar on roof (future?)

Increase space for children's room

Monroe then discussed his plan.

Key points:

Primary consideration make a ramp from parking lot to building

Starting and ending point same but not as much slope and wider

Gradient reduced to 5%

Take out railing on one side; keep downhill railing

Decorative metal railing but put existing railing to use

ADA compliant with new railing (existing railing may not comply)

Need to use entrance space differently

Quiet area; zoom area; building blocks road noise from street

Add electrical connection; security camera

Benches good idea and are rest points as people walk; double sided benches

Low level lighting (pedestrian scale); lighting key for security and safety—have lights at different points

Outside plan that works with existing entrance, may be more acceptable

Place for Banner sign; light to draw people in

Questions about Monroe's plan:

Robin: meeting room access?

Matt: increase patio size?

Matt: usable areas; wider path; can we roof the whole area? Keeping area ice free??

Dan: ice melt system under the walk way?

Monroe: asphalt helps melt ice quicker

Propane tank: will need relocating

The trees: Yew and White Spruce? Can we remove the white spruce?

Dan Adams : tree warden

TREE DISCUSSION: White spruce and yew

Yew can stay

White spruce is a problem; prefer not to remove it

Monroe: with this plan remove the tree. Option do not remove, but cut roots on one side of tree

Dan: can cut roots on one side

White Spruce Discussion:

Monroe: keep the tree; change the plan

Perhaps plant another White Spruce?

Cut roots on one side but will this eventually kill the tree?

Dan: if want to remove White Spruce, need to run this idea by Tree Board.

Build a reverse well around tree?

As population ages, need to focus on accessibility (tree vs accessibility priority??). We would like both.

Action:

1. Dan can meet with Tree Adv Bd soon to discuss tree removal or root cutting
2. Monroe will work on slight redesign to keep tree; but worry about cutting the roots for tree survival.
3. Monroe will make annotated copy of the plans to help in understanding plan.

Monroe: **PLAN 2**

Key discussion points :

uses existing accessible ramp: widens by a few feet; remove rail on uphill side

Stairs and steps added

Excavation free plan

Robin: area is ADA and covered

Wall up to height, so accessed along the path

Window or two on back of library added

Usable space outside is key

ACTION: Monroe will work on plan to focus on adding window on back wall;; level in back;

Karen: do we need to make decision quickly for interior renovations?

Monroe says yes –we agreed to meet again on Monday.

New business: Fees for Robin and Monroe--\$3500 for preliminary drawings (motion by Christine; second: Elizabeth.) Approved by voice vote of all members present

- **Set Next Meeting Date:** Monday Feb. 26, 9:00;

Action: Karen will send agenda for warning and remind committee

Monroe will re-do drawings with changes discussed.

- **Adjourn:** 10:50 a.m.

**Brooks Memorial Library
Building and Grounds Meeting Minutes, 2/26/2024**

Present: Members: Karen Tyler (Chair); Christine De Vallet; Elizabeth Tannenbaum (scribe); Starr Latronica; Claudia Prat; Gavin Watson; Lindsay Bellville; Matthew Wojcik

Guests: Robin Sweetwater; Monroe Whitaker, Stephen Dotson

- Call to Order 9:10
- Agenda (Changes or Additions)-none
- Minutes of Meeting 1/23/2024: no additions or corrections
- New Committee Members (Lin Taggard may join later).
- Public Comment: Stephen Dotson, Brattleboro Sustainability Coordinator
- **Old Business Ongoing and proposed projects:**

--Accessibility and Outdoor Seating Project (see discussion and decisions below)

--Staff input re: building and furnishing needs (not discussed)

Starr: Report on Children's Room windows:

\$94,000 estimate for redoing children's room windows so this will not happen now unless there is a new grant (Stephen noted there are possible energy grants)

Continued discussion in preparation for developing grant for Accessibility and Outdoor Seating Project

1. Discussion of possible outdoor, upstairs door location change

Lindsay reported on concerns from her and children's room staff

--New Door placement on back of building is a problem with focus on safety concerns:

--drug problems including overdoses in bathroom upstairs;

--only 1 person working in evening;

--need to be able to see door as people enter

Discussion included:

-movement of Circulation Desk and challenges of facing patrons and also ability to watch door and hallways and bathrooms from the Desk

-monitoring public areas

-additional glass could be added

-smaller lobby

-stroller parking space

-move eating area

-computer screens/monitors that can be 'controlled' for privacy

-storage space

Committee went upstairs to look at Children's Room and see the challenges of moving the outside door.

Decision: leave entry where it is; change may be part of a future grant

Although no movement of door now, Robin noted that the library needs to address this safety issue no matter what the plan is.

Monroe: must make decision today—given these safety concerns, will use existing hallway and door.

Revisions to Schemes A and B from last meeting: Monroe Whitaker

Monroe presented diagrams with revisions to schemes A and B based on feedback from Feb 23 meeting; committee discussed both plans

Discussion of both plans included:

Location of Entrance area

Handrail locations

Widened paths

Benches

Adding terraces

Seating walls

Light posts

Quiet spaces

Terraces—levels—amt of excavation; round or square

Concrete or asphalt for paths

How much to cover

Water spigot and electrical outlets

Drainage

Snow maintenance for steps

The Tree

Note: Issues now of homeless tents in this area—area is maintained in the morning so that people leave; library wants to be able to monitor; want a security camera; visibility into it; low level lighting; can be on all night

Decision:

Committee recommends **Scheme A** for these **reasons:**

- path is simpler (not so many steps; less steep)
- seating walls where people can gather
- covered walkway and entrance
- security because of lights, cameras
- offers shade and quiet for outdoor computer usage
- offers protection from rain
- gathering areas with seating, covered walkway and entrance
- does not cut down on light inside library

Scheme A Recommended with following revisions/options:

- add windows from staff room to upper terrace (could add possible extra office space in staff room area)
- covered entrance at existing entrance
- seating walls extend into grass lawn
- slight enlargement of upper portion of walkway above 3 risers
- bike parking at entrance
- include electrical outlets, spigot, pole lights, light on both canopies, security cameras
- be sure exterior areas are accessible to those with limited vision
- 2 sided benches
- railings and surfaces must meet the needs of those with limited vision (Monroe will consult with patrons)
- spruce tree will be removed
- new landscaping: shrubs, new tree (consider location)
- add Propane generator
- Pole with banner signage to note that this is library
- Solar panels? Gavin can help with this; can add for this grant; if tie solar panels to lighting

Next Steps: Annotated plan for Friday meeting based on discussion 2-26 (Monroe and Robin)

Next Meeting: Friday March 2: 9:00. 2nd floor meeting room

New Business--Process for writing construction grant

Adjourn: 11:10

**Brooks Memorial Library
Building and Grounds Meeting Minutes, 3/01/2024**

Present:

Committee Members: Starr LaTronica (Library Director), Gavin Watson, Karen Tyler (Chair), Claudia Prat, Lindsay Bellville, Janice Malin, Joyce Sullivan, Matthew Wojcik, Elizabeth Tannenbaum (scribe)

Guests: Monroe Whitaker, Robin Sweetwater

Meeting called to order: 9:03

Minutes of 2-26-24 accepted

Public Comments: none

Old Business: American Library Association grant—due March 12.

This meeting focuses on making comments/suggestions on final plans for submitting the grant.

Next steps:

- 1) Selectboard mtg on Tuesday 3-5-24: get written consent letter to apply for grant
Starr will go to Selectboard mtg in case there are any problems
- 2) Need letter from Brooks Board to approve applying for grant ; convene emergency mtg of Board at 4:45 Tuesday March 5 for this one agenda item
- 3) Monroe will make changes to the plans after discussion at this meeting and work with Starr on narrative to go with drawings.

Discussion of plan details by the Committee with current and future suggestions (depending on size of grant)

:

REAR area Issues discussed:

New library signage (Banner at rear entrance)
Parking: more ADA spaces
Covered Bike shelter
Benches, add more
Wheelchair accessible picnic tables
Add more tables (consider tables/seating for different body types)
Place to store additional tables
New window in side of library upstairs
Exterior Electrical outlets
Lights to shine on walkway and key areas
Widened path; railings reconfigured

Internet Café: 'quiet' areas for internet usage and zoom meetings; hard-wired so if router is down, there is still internet (Matt needs to investigate; possibly hotspots). Covered.
Walkway to municipal Center connects to library's back entrance
Curved sitting (retaining) wall especially for children; consider fieldstone
Consider permeable, padded cover for children/seniors
Add trees/landscaping
Remove White Spruce (**still need to be confirmed with tree warden**)
Trash receptacles throughout
Solar installation ?; Solar VT Solar-roof mounted system with a small battery component; can be mounted outside (requires heating element for cold weather)
(Gavin noted) if focus on solar; charge through AC system (Tesla); grant incentives (Inflation Reduction Act) NB Need structural engineer to see load capacity
Current roof discoloration; can include roof repair in grant (start big)
Suggest: xeriscaping (like Highline in NY)-don't have to mow
Investigate possible collaboration with Stone project at Scott Farm (note: stone wall does not require footings)
Tick free plantings
Spigot for watering

FRONT of library: discussion points

Curved wall (retaining wall with railing on top) facing Main St.; include signage
possible extension of wall toward Linden St to make sign more visible

Crosswalk: slightly relocated; shortened area for crossing (safely);
Bike safety issues as approach library/town from Linden St. (traffic calming solutions such as signs warning 'share the road'
Town Safety Cmte will need to be involved.

Wall down center: upper and lower sidewalks
Steps to Municipal Ctr entrance: wider sidewalk; 2 parking accessible spaces;
Can widen sidewalk a few feet
Decorative railing along new sidewalk
New lights--pedestrian scale lighting
Pocket Park: rail on top of existing retaining wall; planter area maintained: low shrubbery (under 2 feet); discourage walking on it; sitting space; 3 benches; benches on sidewalk
Ramp up: 5 %; retaining wall on E. side of sidewalk; landing at top; option for signage on retaining wall; railing on both sides
Library's Historic newel posts: now at edges of pocket park; relocate near entrance
Parking spaces: added; can designate one as handicapped accessible
Front seating: patio coffee (vendors?)
Book drop—add box in front

Children's Room exterior changes to entrance door: Robin presented a design and committee chose scheme A (height is lower, more aesthetic); covered entrance

Possible new door to children's room so can block off rest of library (access to mtg room and bathrooms after hours)

What's still needed in time for grant application

Lindsay will send Robin info on new interior door near Children's Room so this can be included in grant.

Next steps FOR GRANT:

Monroe and Robin modify drawings based on this meeting's discussion

Monroe, Robin and Starr write narrative for each area with clear labels for grant

Selectboard Mtg presentation and approval of Library Board

*****Thank you from committee for all the design work; thanks for Committee's suggestions and questions to help quickly move along the plans.**

Another mtg next week is (probably) not necessary.

Next Meeting: March 15 Friday-- next regular 3rd Fri. B and G meeting.

Adjourn: 11:10

Brooks Memorial Library

Technology Committee

Wednesday, February 28, 2024 at 4:30 PM

In attendance: Matt Wojcik, Leo Schiff, Chloe Liotta-Jones, John Woodward, Nikki Holland, Starr LaTronica
Mezzanine Meeting Room

- Call to Order
- Agenda (Changes or Additions)
- Public Comment
- Updates re: new internet access
 - Have received quotes - good for three months - from Europa (will work on installation and maintenance) and Consolidated (will provide service); Southern VT Telephone is supporting BML with wiring
 - Will sign contract once check from state arrives
- Update on community partners
 - New community member joining the tech committee
 - Community volunteer
 - Will provide drop-in hours to start, transitioning to scheduling 1:1 later in the spring
 - Vermont Adult Learning - Jean is working on this partnership
 - Department of Labor - Starr is working on this partnership
 - SEVCA - hoping to partner in the future
- Needs assessment
 - Created spreadsheet sortable by priority, potential funding source, etc.
 - Additional items for the list
 - digital information display
- Next meeting: March 27; Will not meet in April
- Adjourn

Director's Report for February 2024

Announcements: During February the majority of my time and attention has been dedicated to applying for capital improvement grant funds. I am deeply grateful for the help I have received from my colleagues in the Planning Department, Department of Public Works and the Town Manager's Office. Designers Robin Sweetapple and Monroe Whitaker and community members and Trustees of the Buildings and Grounds Committee have been remarkable in pulling together all the pieces of this ambitious grant.

Activities that support the Strategic Plan

Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.

Collect materials in accessible formats to reflect the world at large

- We have added a large collection of titles on financial literacy for people in a variety of circumstances to update our collection.

Offer programs that introduce and illuminate a wide range of interests and opinions.

- We hosted Djeli for a very moving Black History Week program.
- Participated in Winter Carnival activities with a juggling demonstration and workshop.
- Regularly scheduled Stitchers and Sci-Fi programs continue to be well attended.

Respond to the information needs of all members of the community by providing accessible, respectful, and reliable reference services.

- Ongoing research needs are being met with in-depth service by Information Services Librarian, Jeanne Walsh

Review and introduce new technology and develop related instruction.

- Matt Wojcik is negotiating with contractors on the project of replacing the wireless system and equipment to upgrade our capacity.
- Demand for individual assistance and instruction to community members increases daily.

Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.

- *Life-sized Candyland* was played by over 400 people during Winter Carnival.
- Continuing programs: Rhyme Time, Legopalooza, Board Gaming Guild.

Empower teens by providing them with resources for education, entertainment and engagement.

- Teen group is restructuring and participating in program planning and suggestions for purchase.

Recruit, cultivate and retain a diverse, exemplary staff.

- We are sorry to bid farewell to our stellar Technical Services Librarian, Sara Lutrell, and are grateful for the equally stellar staff of the HR department for their recruiting of a replacement.

Empower and support staff well-being.

- Staff yoga has moved to Thursday.
- Circulation Manager, Amanda Whiting, completed the webinar "Level Up Your Book Displays".
- Several staff participated in ToB wellness initiatives, and some won prizes!

Provide welcoming and accessible spaces for all members of the community

Revamp and improve exterior space for increased accessibility and public usage.

- Inspiring plans are ready for the exterior space, if funded by a Capital Improvement Grant.

Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.

Increase relationships with local partners to promote initiatives and programs.

- Information Services librarian Jeanne Walsh and Electronic Services Librarian Matt Wojcik conducted a class for tutors of refugees on how to use our online language platforms. The session was well attended and elicited much positive feedback.
- The Groundworks outreach team has been coming by regularly has been very helpful in supplying clean clothes to some patrons who are in desperate need.

Identify and catalog community assets to better serve our patrons with resources and referrals.

- Beth is making great progress with the Community Resource database, which will be ready to demo to community partners very soon.

Establish diverse and inclusive connections to support underserved and vulnerable sectors.

- I have been meeting with members of peer counselling at HCRS who are proposing programming during Mental Health Awareness Month (May).
- Jeanne meets with the Housing Coalition and I continue to meet with the Community Response to Homelessness group (both when time and coverage permits).

Increase awareness of library services, resources, and impact.

Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.

- Library staff is working across departments on a display for the Chamber window.

Leverage municipal resources & community partners for opportunities to convey the value of libraries.

- Winter Carnival promotions provided lots of visibility for BML.

Youth Services Board Report- March 2024

We had a phenomenal turn out for our Life-Size Candy Land during Winter Carnival! From Wednesday through Saturday, we had 431 children and 253 adults journey through the Peppermint Stick Forest and over Gumdrop Mountain to reach Home Sweet Home. Each game consisted of six players, though with so many people we started pairing up players to form teams so that six teams could play at time. It was wonderful to see teenage brothers team up with their little sisters and children who just met team up and become instant friends. It was a multigenerational event as parents and grandparents joined the children on the path to play the game. Many children played the game two or three times with some families returning a different day to play again. We even had a family drive up from Holyoke to play! I wish we had a chance to ask them how they had heard about it. It was adorable to hear children say 'this is the best day ever!' and parents refer to the experience as 'magical memories' for their kids. Hearing these expressions of joy and gratitude makes the time and energy so worth it.

We were so very lucky that the Candy Land materials from last time (in 2020) survived the past four years as they were shuffled around from storage spot to storage spot in both the library and the Municipal Center. This year's set up required two sessions. The first was on Saturday night when we removed almost everything from the Meeting Room and unrolled the giant game board. Then on Tuesday five of us- Chloe, myself, my husband Jim, my son Greyson and our TAFLTS member Seth spent a full day constructing the Candy Land experience, well over 40 work hours. Gumdrop mountain got a boost from cardboard boxes and white sheets to create mountain peaks for the gumdrops to stand on and the ice cream float waterfall became a much larger and taller focal point. We remade both the Crooked Peanut Brittle house, with a new crooked chimney, and Home Sweet Home, with new ice cream sundae decorations. A huge thank you to our teen volunteers, Rae, Mason, Oscar, Nina, and Nora and Friend Karen Duggen for helping run the games for us. Each one did an amazing job in corralling and directing the fast-paced fun. It would have been impossible for us to do without their help!

After Candy Land ended and the clean up was done we had a few days before we plunged right back into our regular programs. Rhyme Time started up again after taking February off (for Candy Land preparations) and our newly formed Board Gaming Guild will continue Wednesday afternoons through the end of March. Sing and Dance with Robin has returned for a spring session on Thursday mornings at 10:30 am from March through May. Thank you to the Friends of Brooks Memorial Library for once again sponsoring this popular program. With spring on its way and longer afternoons, we have returned to our monthly LEGO-palooza session on the first Thursday of the month, ending our special winter session of weekly LEGO-paloozas.

Looking forward to April we have the Solar Eclipse on Monday April 8 which kicks off National Library week, Spring Break which will include a PJ storytime and special LEGO-palooza session and the celebration of Month of the Young Child which will once again include a display of artwork done by children from local schools and day cares.

Lindsay Bellville- Youth Services Librarian

For the Teens, February was focused on Candyland – instead of a Teen Event this month, we asked our TAFLTS members to volunteer staff Life-Sized Candy Land during winter carnival. They were all extremely helpful and necessary!

Looking forward to the rest of the semester, we don't have anyone on TAFLTS right now who feels excited about running writing workshops, but we have a lot of interest in games. As a result, we are planning a movie night in March, a Teen Zombie Tag Night in April, and a Teen Game night in May.

We are also back to working on our downloadable collection, which the teens have all asked for. Since they do not care if items are downloadable to other devices, I am attempting to build the collection on our newish Palace Project app as opposed to Libby/Overdrive. Palace has positioned itself to be an aggregator of downloadable content from various publishers and sources, many of whom offer much more favorable terms for buying items than Overdrive does. Unfortunately it is still clunky (Brooks is part of its pilot program) and doesn't have as many purchase options as I had hoped. To be continued!

Chloë Liotta-Jones, Teen Services Librarian

Department Inquiry -February 2024 Town Accounts
Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 2/29/24

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	84,651.00	52,230.10	32,420.90
101-50001-201	Staff Salaries	512,985.00	308,405.91	204,579.09
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	2,309.04	2,190.96
101-51003-201	Postage Expense	7,500.00	4,461.05	3,038.95
101-51004-201	Office Supplies	4,000.00	1,881.22	2,118.78
101-51007-201	Computer Supplies	4,000.00	1,589.16	2,410.84
101-51011-201	Reimbursable Expense	3,500.00	2,075.00	1,425.00
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	3,000.00	3,242.59	(242.59)
101-51031-201	Lost Book Refund Pmt Fees	200.00	145.34	54.66
101-51032-201	Book & Non-Print Supplies	5,000.00	3,863.96	1,136.04
101-51034-201	Fuel Expense	11,500.00	5,195.09	6,304.91
101-51035-201	Electric	18,875.00	13,966.77	4,908.23
101-51036-201	Utilities	1,840.00	1,248.72	591.28
101-51037-201	Building Repairs	20,000.00	12,351.80	7,648.20
101-51038-201	Maintenance Supplies	4,000.00	3,182.25	817.75
101-51039-201	Books - General	7,000.00	7,000.00	0.00
101-51040-201	Reference Sources	18,000.00	17,694.56	305.44
101-51041-201	Juvenile Books	8,500.00	7,726.40	773.60
101-51042-201	Young Adult Sources	3,000.00	1,140.54	1,859.46
101-51043-201	Replacement Books	2,000.00	1,007.69	992.31
101-51044-201	Periodicals & Newspapers	7,500.00	6,470.96	1,029.04
101-51045-201	Digital Subscriptions	12,000.00	5,853.54	6,146.46
101-51046-201	Non-Print Materials Adult	6,000.00	6,114.31	(114.31)
101-51047-201	Non-Print Materials Children	4,500.00	1,974.75	2,525.25
101-54004-201	Computer Equipment Maint	6,000.00	3,244.38	2,755.62
101-45007-201	Miscellaneous Revenue	(1,000.00)	(168.80)	(831.20)
101-45012-201	Reimbursements Revenue	(3,000.00)	(2,075.00)	(925.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(4,153.80)	(346.20)
101-45020-201	Library Fines	0.00	(57.00)	57.00
101-45021-201	Non-Resident Fees	(13,000.00)	(11,882.00)	(1,118.00)
101-45022-201	Gift Books & Replacement	(2,500.00)	(1,457.16)	(1,042.84)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00

Department Inquiry - February 2024 Endowment Accounts

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 02/29/2024

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10,000.00	0.00	10,000.00
401-51122-202	BR03 Conferences & Worksh	5,851.40	1,625.93	4,225.47
401-51137-202	BR04 Contract Srvs Adult	6,237.33	0.00	6,237.33
401-51127-202	BR05 Books Adults	22,100.00	18,270.35	3,829.65
401-51139-202	BR06 Juvenile Programs	5,616.38	2,599.54	3,016.84
401-51129-202	BR07 Reference Sources	6,317.83	1,023.34	5,294.49
401-51128-202	BR08 Local History Source	6,026.24	25.00	6,001.24
401-51132-202	BR09 Young Adult Sources	3,107.94	31.32	3,076.62
401-51135-202	BR10 Non-Print	35,425.39	6,974.01	28,451.38
401-51134-202	BR11 Periodicals & Newspa	5,385.14	(6.93)	5,392.07
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51138-202	BR13 Adult Programs	6,579.12	1,669.71	4,909.41
401-51130-202	BR14 Fine Arts	4,935.40	1,419.10	3,516.30
401-51140-202	BR15 Board Approved Proje	24,530.64	1,917.96	22,612.68
401-51131-202	BR16 Books Children	5,879.94	662.15	5,217.79
401-51141-202	BR17 Outreach	10,983.03	259.35	10,723.68
401-51126-202	BR18 Conservation	500.00	456.57	43.43
401-51142-202	BR19 Gifts	6,148.84	1,077.27	5,071.57
401-51143-202	BR20 Projects	36,989.84	0.00	36,989.84
401-51144-202	BR21 Legacy	22,499.22	24.95	22,474.27
401-51123-202	BR22 Staff Leave	5,377.73	0.00	5,377.73
401-51136-202	BR23 Downloadable Media	10,000.00	4,786.75	5,213.25
401-43028-202	Trust Reimbursement	0.00	(41,825.41)	41,825.41