

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, April 9, 2024

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

*Ann called the meeting to order at 4:48pm

*Additions to the Agenda: None

No public present

Minutes accepted as written.

Committee Updates and Department Reports:

A. Friends of the Library: Karen Tyler

- Upcoming Spring Event, May 17th, "Brooks in Bloom". This is not a fundraiser but an event to promote BML and to reach out to the local refugee population and Young Professionals. Gardening will be highlighted, seed packets will be given as a party favor. "The Library of Things" will be the focus, as well as the gardening collection.
- "Memory Kits" were viewed- these items are available for caregivers of people with memory concerns. They are used to promote a conversation of one's memories and life stories.
- Nikki inquired about the museum passes. Discussion centered particularly on museums that ticket costs are more expensive, such as the Montshire Museum, which may permit one family member to free admission, it still may be too much of an expense for families of lesser means.
- Data to be reviewed and collected on the usage of passes given out
- Amanda has been collecting data and promoting passes.
- Leo suggested this is a larger issue and to be on next month's agenda.

B. Finance/Asset Committee: John Woodward

- John brought forth the need to move money in the budget from Non-Print (BR10) items to Adult Books (BR05). Adult Books currently has remaining \$832.00 and Non Print has \$22,222.00 Ann Varilly made a motion to move money from Non-Print to Adult Books. Sirkka seconded this motion
All in favor.
- John suggested the board wait a month for look at the proposed budget to increase Adult Books
- Update on Fine Arts Policy.
- Still preparing to clear the restrictions on the Loud Fund.
- Discussion to continue with BML's budget and Town's budget.
- Transfer of items to Windham Historical Society and Brattleboro Historical Society. Find an auction house for that which remains.
- The Autograph Book needs to be appraised and authenticated by the Auction House in NYC.

C. Technology Committee: Leo Schiff

- "Fast Meeting!" says Leo
- Review of the Needs Assessment.
- Volunteer to provide one-on-on support for patrons will begin 4/22/2024
- Matt continues to work hard on BML's internet system.

D. Building and Grounds Committee: Karen Tyler

- BookDrop Shelter is very close to completion.
- BML is waiting to hear on Arpa Grant

E. Strategic Planning Committee: Ann Varilly

- No meeting last month.

Department Reports:

- No Youth Report
- Volunteer Program: Amanda
Since 10/2023 13 new volunteers have completed the orientation process. BML currently has 23 volunteers.
- New volunteer application, orientation packet and orientation process has been developed. An average of 15-30 hours/month. Since January 2024 60 hours/month.
- New staff members are doing a fantastic job.
- 11 new displays have been set up
- An increase in activity at BML, such as a craft group for adults.
- Currently being written is a Circulation Handbook.

Continuing Business:

Social Work and Safety:

- Groundwork's outreach team meets regularly at BML.
- The Community Response to Homeless committee will be meeting twice monthly.
- New Family Shelter at Winston Prouty Center.
- National Library Week is coming to a close this week. Will end with an afterhours sing- along, on Friday 4/12.

Staff Appreciation:

- All staff are FANTASTIC!.
- Matt is going above and beyond in working on a new internet system.
- Anna and Jen are pitching in to help with cataloging.
- Job has been filled for a Technical Librarian.
- Tool Shed to open May 1st.
- The E-Bike reservation system is in place.

New Business:

- Election of Officers:
President: Ann Varilly
Vice President: Karen Tyler
Secretary: Joyce Sullivan
Treasurer: John Woodward

Leo Schiff motioned to accept the slate of officers.

Kate O'Connor seconded

All in favor.

- Board Committee Sign Up

Finance: John Woodward, Sirkka Kauffman, Ann Varilly

Technology: Leo Schiff, Nikki Holland, John Woodward

Building and Grounds: Karen Tyler, Joyce Sullivan, Nikki Holland

Strategic Planning: Leo Schiff, Kate O'Connor, Ann Varilly

Meeting adjourned at 6:01pm

Respectfully submitted by,
Joyce Sullivan