



Board of Trustees Meeting Materials for April 9th, 2024

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**Brooks Memorial Library
Board of Trustees**

**Tuesday, April 9, 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

President's Comments: *Welcome Margaret, gratitude to Jenny*

Minutes of March 12, 2024 <https://brookslibraryvt.org/wp-content/uploads/2024/03/20240305-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update – Karen
- April 17 meeting--Leo

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

- Update

C. Technology Committee – Leo Schiff, Chair <https://brookslibraryvt.org/wp-content/uploads/2024/04/20240327-Technology-Minutes.pdf>

- Update

D. Buildings and Grounds—Karen Tyler, Chair

- No Update

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
- Staff recognition

NEW BUSINESS

- Demonstration of ABC database
- Board committee signups
- Election of officers

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
Board of Trustees Regular Meeting
Tuesday, March 12, 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 4:46pm

*Additions to the Agenda: Library Closure

Changes to the Minutes: Library closure

No public present

Minutes accepted as written.

No public present

Committee Updates and Department Reports:

A. Friends of the Library: Jenny Rowe

*The friend have a lot of money and exploring how to use it.

* They are thinking of combining a fund raiser with welcoming refugees.

*Additonal museum passes have been secured for the Children's Museum in Springfield,MA and the Mon shire Museum in Norwich, VT

B. Finance/Asset Committee: John Woodward

NO meeting last,month

*Itemized budget to vote on next month.

*Town Finance Report: the figures at not the same as BML's. John will investigate this further. BML's figures are higher than those of the town's.

C. Technology Committee: Leo Schiff

"We're on a roll", states Leo.

*Reviewed requests from the Needs Assessment.

*Volunteer to provide one-on-on support for patrons.

*Matt is working hard on BML's internet system, the improved system will be funded from the Department of Libraries.

*Leo posed the idea for a visual monitor posting rolling information, upcoming events and services at BML.

Discussion on Trustees thoughts on this. Currently, the Children's Room has a computer monitor that posts events. It is not an extensive slide. Maintenance is time consuming and clunky.

Ann suggested the committee to look into this.

Leo was curious of the trustees reactions...like-dislike-neutral. He also suggested if we visit libraries in the next month to notice if they have such a monitor.

C. Building and Grounds Committee: Karen Tyler

Karen stated, "things have fallen so incredibly into place. Starr has shown us her superpowers of getting this all in order."

*The ARPA grant request has been completed.

*BML received wonderful letter of support from all areas of the community.

* BML's plan is ambitious, just under \$1.5 million. If we are not fully funded, enumerated in the request in a list of priorities.

Karen spoke of the vital input from committee member and from the community.

*Book Drop Shelter construction has begun.

D. Strategic Planning Committee: Ann Varilly

No meeting last month.

Department Reports:

Youth: Chloe Liotta-Jones

*Candyland was a tremendous success, a major draw for both children and adults.

*Chloe reported she was so impressed the teens and their volunteering and organizing the event and the day.

* Note was made that circulation and door count increases after such events.

Director's Report:

*Trustees authorized Starr to make a decision about closing the library for staff training.

* Five candidates for the cataloging position to be interviewed March 28th & 29th.

Continuing Business:

Social Work and Safety:

*Hotel assistance ends on Friday, March 15th.

* Clean clothes provided by Groundwork's for patron to abide by the Code of Conduct.

National Library Week: April 7th-14th

*Community Sing Along

*This is also the week of the Eclipse.

*March Moon Madness begins this week.

* The window in the Chamber of Commerce goes up Monday, March 18th.

Staff Appreciation:

Library Workers Day is April 9th...cake and other sweets will be ordered and delivered for our staff.

Meeting adjourned at 5:31pm

Respectfully submitted by,
Joyce Sullivan

Brooks Memorial Library Building and Grounds Meeting Minutes, 3/11/2024

Present: Starr LaTronica (librarian), Robin Sweetwater, Matthew Wojcik, Karen Tyler (Committee Chair), Claudia Prat, Gavin Watson, Christine deVallet, Joyce Sullivan, Elizabeth Tannenbaum (Scribe), Anne Varilly (President, Brooks Library Board of Trustees)

Called to order 9:06

Minutes of March 1: approved; Janice's last name 'Malin' is added (the Scribe apologizes for omitting that in the last minutes)

Purpose of meeting: to check on readiness to submit grant proposal

1. Starr will write letter to Town Manager John Potter to get support from Town to apply for grant
2. Selectboard had no concerns when the grant was presented to them last week.
3. Anne Varilly, Brooks Library Board Chair, will rewrite her support letter from the Board to add the project name (Starr will figure out the name)
4. Starr will write grant proposal adding items discussed below. (Submit by midnight March 12)
5. Starr asked for volunteers to review written grant (Robin, Karen volunteered) before submission on March 12 (midnight)
6. Starr will write cover letter with vision for entire project and options for prioritized portions (see below)
7. **Discussion**
 - a. small changes/adjustments in budget:
 - b. Starr shared **priorities** which will be in proposal
 - (1) outdoor work for physical accessibility and increased internet access, includes outdoor walk; asbestos removal
 - (2) security door added upstairs
 - (3) windows (open at top panel)
 - (4) sustainability (solar panels and roof for panels, power wall).
 - c. Matt suggested addition of comments on how the grant will add to the IT upgrades now in progress; the grant will add to existing network upgrades
 - d. Robin: important to note in proposal that outdoor internet will make internet accessible if there is another pandemic
 - e. Elizabeth suggested that cold weather outdoor access might be considered a problem by reviewers, but Starr suggested patio heaters can be added
 - f. Starr will attach letters of support (e.g. from Groundworks, Downtown Brattleboro Alliance, 5 VT State Legislators, DPW, Planning Dept).

- g. Gavin: a generator large enough for library may need electrical infrastructure upgrade. Robin: will add to budget estimate
- h. Starr: some items will be removed or amount decreased in budget: e.g., enclosed bulletin board; number of benches; trimming of trees and shrubs; bike racks (consider other funding perhaps VCAT—keep in the grant, but trim the amount)
- i. Starr will email draft for comments (note quick turnaround: due March 12 midnight).
- j. Discussed spruce tree and concerns from the Tree Committee
Robin noted: from ADA standpoint, need to level area where tree is now to make it ADA compliant.
- k. (later) Need to check on grant requirements for putting out to bid (RFP); Sue Fillion may help with this, also DPW

Meeting Adjourned: 9:58

Next Meeting: Scheduled for this Friday (March 15), but probably no need for this meeting. Karen will let committee know date of next meeting.

Submitted by Elizabeth Tannenbaum, Committee member and Scribe

Brooks Memorial Library

Finance Committee

Monday April 01, 2024 4:45 PM (EST)

<https://us02web.zoom.us/j/85923596854?pwd=N25tYUFvakZ2VDc2NkFCc1hlaHlFZz09>

MINUTES

1) Called to Order 4:46

2) Agenda/Changes or additions

Discussion: transfer \$10k from Non-Print to Adult Books, which has almost run down the budget allocated for the FY. JRW will bring motion at full board meeting if needed.

Discussion: errors in quarterly transfers from program funds to MMA. Prentiss Smith moved 4x intended amount.

3) Approval of Minutes of February 5, 2024 ([link](#))

Approved

4) Public Comment

None

5) Continuing Business

- Loud fund and collection

Ann is tracking Loud versus non-Loud revenue from auction sales. There may be argument for keeping Loud fund balance below 50k to ease AG approval of restriction removal.

In the meantime, Loud auction proceeds should be moved into subaccount of Board Projects, as opposed to Fine Arts budget where they have been parked initially

- Town & Endowment budget planning

Group agreed that Adult Books would need a larger allocation than in years past. This will create a need to shave level-funding for other items down by several thousand dollars in total. Contractual Services and Board Conferences/Workshops can withstand cuts as things currently stand. Group decided to wait to see where balances stand next month before spreading out the rest of the reduction.

- Policy update needs

John shared some Endowment Policy revision proposals with group. More coming.

Jenny's proposals for the Fine Arts Policy are still being digested

6) Adjourned 5:40

Brooks Memorial Library
Technology Committee
Wednesday, March 27, 2024 at 4:30 PM
Mezzanine Meeting Room

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

- Call to Order
- Agenda (Changes or Additions)
- Public Comment
- [Minutes of 2/28/24](#)
- Update on any current technology projects/programs
 - FiberConnect transition project/grant
 - Town has received funding for new internet
 - Connection speed will improve x10 for roughly the same monthly rate - hooray!
 - Contract with Europa has been signed (for replacing equipment)
 - Will also improve wifi access / coverage outside of the building
 - Current network gets turned off end of June
 - We are on track to complete these updates ahead of deadline
 - Partnerships
 - SEVCA - They don't have sufficient staffing to pursue partnership at this time
 - Vermont Adult Learning - Will meet with Starr and Matt next week
 - Volunteer tech support will start late April
- Updated needs assessment
 - Matt has been talking with Patrick at town level re: staff computers
 - Potential addition to the needs assessment: AV equipment for the mezzanine meeting room
 - Also looking into Microsoft Office upgrade
 - Document itself
 - Archive at the fiscal year
 - Add section for patron input
 - Newsletter - perhaps a tech spotlight
- New business
- Next meeting date: May 27
- Adjourn

Director's Report for March 2024

Announcements: With help from many of my colleagues in the Town, especially in the Planning Department and DPW, we were able to submit a grant application for \$1,472,500.69 for capital improvements to the building and grounds. Applicants will be notified "sometime in the spring".

Matt Wojcik has taken on the Herculean task of upgrading our wireless systems. This involves working with several vendors and companies, reviewing contracts and obtaining estimates from workers.

We have interviewed candidates for the Technical Services librarian and an offer of employment has been accepted. Kodrin Gonzalez is scheduled to begin work May 6th.

The portrait of Jacob Estey has been transferred to the Estey Organ Museum, where it will have vastly increased opportunity for viewership.

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 a variety of formats (print, nonprint and electronic) to reflect the world at large.

- Thanks to the heroic efforts of Anna Monders and Jen Robb, who have been gamely cataloging items, we have been able to supply new books while recruiting for a new Technical Services librarian.
- Jeanne researched and recommended that we purchase a trial subscription to Blackstone downloadables, which feature simultaneous use of many classic titles and all of Archer Mayor's books.

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

- Valerie Abrahamsen presented a program on Women in the Roman Empire in honor of Women's History Month.
- Regularly scheduled Stitchers and Sci-Fi programs continue to be well attended.
- Adult and youth staff worked together to develop and promote activities around the eclipse for all ages.

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

- Complicated research needs are being met with in-depth service by the Information Services Librarian.

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

- Large scale solar eclipse display illuminated the science behind the phenomenon.
- Continuing programs: Rhyme Time, Legopalooza, Board Gaming Guild.

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

- Teens gathered to watch *Spaceballs* after hours.

Recruit, cultivate and retain a diverse, exemplary staff.

- RTM approved a full-time Outreach/Programming Specialist position to begin July 1st. We are so grateful!

Empower and support staff well-being

- De-escalation training, was attended by seven staff members.
- I attended a 2-day national planning session for America 250, which was attended by a librarian and a Humanities Council chair from 23 states in Washington D.C.
- Lindsay Bellville attended the annual meeting of the Vermont Early Literacy Initiative leadership.
- Amanda Whiting participated in webinars on Re-engaging with Volunteers Post-Pandemic, The Mending Library: Serving Vulnerable and Traumatized Patrons and Successful Supervising in Libraries of All Sizes.

Provide welcoming and accessible spaces for all members of the community

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

- The bookdrop shelter is almost finished! And it's lovely.

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.

- I attended Memory Café sponsored by Senior Solutions to promote our memory kits.
- We have been working with Bradley House on an upcoming display of residents' art.
- Plans are in progress for upcoming displays and programs highlighting people who are or have been incarcerated.
- Contact has been made Vermont Adult Learning to explore collaboration in providing learning opportunities around computer use.

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

- Beth and Jeanne are putting final touches on the community resources database.

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

- BML was included in planning for an upcoming summit on community safety, led by Jim Baker of the governor's office.

Increase awareness of library services, resources, and impact.

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

- Library staff worked across departments on a display for the Chamber window to highlight our new cookbooks, our kitchen tools and online food preparation classes.
- Adult staff have been creating more displays.
- There was a station to register Town meeting reps at RTM this year.

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

- Town communications officer created attractive posters for BML events and features BML activities and resources in the Town newsletter.

Department Inquiry - March 2024 Town Accounts

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 03/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	84,651.00	62,364.31	22,286.69
101-50001-201	Staff Salaries	512,985.00	368,111.94	144,873.06
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	2,854.69	1,645.31
101-51003-201	Postage Expense	7,500.00	4,902.22	2,597.78
101-51004-201	Office Supplies	4,000.00	1,900.30	2,099.70
101-51007-201	Computer Supplies	4,000.00	2,092.04	1,907.96
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	4,131.13	(1,131.13)
101-51031-201	Lost Book Refund Pmt Fees	200.00	173.34	26.66
101-51032-201	Book & Non-Print Supplies	5,000.00	4,665.18	334.82
101-51034-201	Fuel Expense	11,500.00	6,291.84	5,208.16
101-51035-201	Electric	18,875.00	14,638.84	4,236.16
101-51036-201	Utilities	1,840.00	1,248.72	591.28
101-51037-201	Building Repairs	20,000.00	14,710.08	5,289.92
101-51038-201	Maintenance Supplies	4,000.00	3,222.73	777.27
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	8,068.32	431.68
101-51042-201	Young Adult Sources	3,000.00	1,375.57	1,624.43
101-51043-201	Replacement Books	2,000.00	1,073.51	926.49
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	12,000.00	6,977.04	5,022.96
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	3,487.67	2,512.33
101-45007-201	Miscellaneous Revenue	(1,000.00)	(182.80)	(817.20)
101-45012-201	Reimbursements Revenue	(3,000.00)	(2,075.00)	(925.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(4,513.25)	13.25
101-45020-201	Library Fines	0.00	(57.00)	57.00
101-45021-201	Non-Resident Fees	(13,000.00)	(13,558.00)	558.00
101-45022-201	Gift Books & Replacement	(2,500.00)	(1,786.16)	(713.84)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 03/312024

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	21,267.33	832.67
401-51139-202	BR06 Juvenile Programs	5,616.38	4,907.80	708.58
401-51129-202	BR07 Reference Sources	6,317.83	1,048.05	5,269.78
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	13,202.48	22,222.91
401-51134-202	BR11 Periodicals & Newspa	5,385.14	1,298.26	4,086.88
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51138-202	BR13 Adult Programs	6,579.12	2,079.71	4,499.41
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	924.37	4,955.57
401-51141-202	BR17 Outreach	10,983.03	269.35	10,713.68
401-51126-202	BR18 Conservation	500.00	456.57	43.43
401-51142-202	BR19 Gifts	6,148.84	1,227.68	4,921.16
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	5,070.99	4,929.01
401-43028-202	Trust Reimbursement	0.00	(46,592.56)	46,592.56

Staffing Policy for Open Library Hours

Minimum Staffing

Three on-duty employees, including one supervisor, comprise the minimum staffing requirement for the library building to be open to the public. If an employee is unable to attend or complete their shift and the staff level falls below three, the library will close, due to a staffing shortage, until a replacement can be found. *See closing procedure below.*

Minimum staffing requirements do not apply to after-hours programs, such as teen events, when library operations (circulation, computer use) are not available and only limited areas of the building are accessible.

Supervisor Staffing Policy

Brooks Memorial Library recognizes that oversight and management of the library building, staff, patrons, and activities is complicated and multifaceted and requires the attention, responsibility and accountability of those employed in a supervisory role during open hours. Thus, it is incumbent that a supervisor should be onsite when the library building is open to the public, with the exception of meal breaks of one half to one hour, when a full-time library specialist may serve as "supervisor in charge".

Schedules will be prepared and distributed in advance to ensure supervisory coverage during open hours. If supervisor needs to adjust their schedule, they must provide advance notice and verify that there will be adequate coverage in their absence or seek a fellow supervisor to substitute.

In the event of an emergency prohibiting the sole supervisor on duty from fulfilling their shift without warning, said supervisor will notify the director immediately. The director will assume the shift or contact other supervisors for availability. If the director cannot be reached, the vacating supervisor will contact the supervisor cohort via phone or text to seek a replacement. In the event that no other supervisor is available, the library will close due to a staffing shortage. *See closing procedure below.*

Staff Shortage Closing Procedure

When closing due to an emergency staffing shortage, an on-duty member of the staff must notify: the library director; the Town Manager; the president of the Board of Trustees; and the Town Communications Officer via email. Signs should be posted on both entrance doors informing the public that the library is closed due to an emergency staffing shortage. Notices should be posted on social media and the website.

Remaining staff on duty may stay on the premises and continue work on projects and routine library tasks. They may also deliver reserved materials to patrons at the door.

Full time, non-exempt employees who fill in on a Saturday after already completing a full week's schedule will be eligible for overtime pay. If an employee elects to leave the premises before the end of their scheduled shift, they may use vacation, personal or comp accruals, for the difference between the hours worked and their exit, or the time can be flexed in the same payroll period.