

BROOKS MEMORIAL LIBRARY

Board of Trustees Regular Meeting

Tuesday—July 14, 2020 4:45 PM

Minutes

Call to Order / 4:50 PM

Attending: Howard Burrows, Sirkka Kauffman, Leo Schiff, Jane Southworth, Karen Tyler, Jenny Rowe, Gabriel Sistare, John Woodward, Starr Latronica (Library Director), John Komar (Friends of the Library), Jeanne Walsh (Reference Librarian), Sarah Vincent-Hoag (recording secretary).

Agenda/Changes or additions
none

Public Comments
none

Minutes of June 9, 2020

Were long and voluminous and Jane and Peter's names misspelled. Jenny motioned to approve Jane seconded. All in Favor

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library, John Komar

Activities update: Checks arriving by mail, and there is a procedure record personal donations as distinct from corporate sponsorship. John updated his progress on contacting donors.

B. Finance/Asset Development Committee, Jenny Rowe

Finance Committee met on July 13. They have not yet accomplished transition to Quickbooks online because they are still wrapping up the end of the fiscal year. Because this is not done, the usual quarterly report has not been prepared, but will be available soon. All looks as expected. The committee spoke with Joyce about the annual appeal for fall. Since Friends are not able to do usual fundraising, annual appeal will be key to fundraising.

C. Technology Committee—Leo Schiff

The technology committee met last month and were able to give input and get feedback about the website development project. BML has delivered content to developers and will use stock photos in the website until new ones can be taken. He expects to have a revised timeline and the tech committee will meet by next Wednesday.

Starr: Kudos to Jeanne for the great job she has been doing to organize the content.

D. Advocacy and liaison to library organizations—Howard Burrows

Tomorrow there is a facemask campaign through VDOL. Howard will attend.

It's membership time. NELA will have its annual meeting as a series of keynotes every two weeks. If you are a member you can register and they are free.

ALA United is doing a 3-day virtual conference. Starts Aug 4 – 6. Free if you are member of United

for Libraries. Useful because will provide training.

Starr: There are trustee funds to pay if you would like to join any of those organizations. Sign up and provide receipt and she will make sure you will get reimbursed

Building and Grounds—Starr Latronica

Starr: Gabriel did a great job with meeting. Starr gave him a tour of library and grounds. Building and Grounds said ok to buy carpet by the end of the fiscal year. Lindsay and Starr bought carpet at Lawtons and it came out of town budget. The mezzanine will be re-carpeted to make the surface more even.

E. Department Reports: Director; Reference, Youth Services

Jeanne Walsh updated on the reference department. She has been able to do a lot of services remotely. She has been looking at mid-year database usage and cost. Use of streaming video, audio and ebooks has gone up, but not to an extreme. People are using downloadable ebooks and audiobooks. These services have been gaining interest in tandem with curbside service. Use of databases is up as well. Last year aggregation of database usages 23000 units, this year 30000 units.

Youth services:

Starr updated: This year youth services is tied to materials and tangible objects. The library has been working to reach as many kids and families who don't normally come to the library. John Kilduff has been driving to other lunch distribution sites to distribute library materials. The library is really making an effort to do outreach and expand influence as much as possible with those families.

The mix of visitors and curbside has remained strong. The majority of people who call would prefer curbside as opposed to coming into the library. The drive-in movie in Northfield is working with area libraries and contacted us to offer discounted tickets for Wednesday nights for families. People can call ahead to order through the children's room because there is a limited number of tickets and they are charged per person. Info is on the BML website and fb pages and weekly newsletter

Gabriel Sistare: Is there a way to have people recording themselves reading and to share to show community. Starr: Because of copyright issues, a "book commercial" or report of what they are reading might be better. Starr thinks it's a great idea and will talk to children's room staff about it. Children can send selfies of themselves with a book they like etc. Several Board members would like the project expanded to adults as well.

CONTINUING BUSINESS

Discussion of phased resumption of services.

Starr: VPR mentioned that BML is open. As far as being able to respond to increase in COVID numbers, the Board would want to assess this as it may unfold. Fire chief/safety officer has been monitoring COVID infection numbers but they not alarmed about it in our area. But if such a thing happened, the town will respond and make recommendations for all public agencies to respond. Recreation and parks department is much more active and engaged with public, i.e. summer camps, pool, classes, etc. We would follow the guidance of the town.

Starr: needed to reassure the staff. If we can't take care of the staff we can't take care of the public. We have discussed it and made decisions together, were able to talk it through as a staff. There is a lot of worry and scary info out there. Staff knows that the board and town management is supportive.

Future of the Fine Arts Committee.

Jenny looked at FA committee documentation and it looks fine. She commented that we don't appear to have a lot of energy about dealing with fine arts collection at this moment.

Do we have an interest in appraising it?

Jane: Board should look at the full list.

Jenn: How can we make it more valuable by sharing it? We should decide what we want to keep and

what we don't and then deal with legality later. We need list and also recommendations on pieces.
Jane: we need to hire someone. Put out an RFP for an appraiser.
Howard will send emails and get back to Board before next month's meeting.
Concerns re: changed airflow after COVID in room and its effects on the art. Howard will find recommendation of relative humidity and give before next meeting.

Outreach Committee

Howard and Karen sent out an email summary of their meeting

Howard: Main issue was service item 2 from strategic plan. Community outreach. Using the collection, including books, archives and fine arts, etc.

Jane: Brought up reaching out and connecting with other trustees at other libraries.

Karen: re: Patrons getting books directly from other libraries in consortium as opposed to interlibrary loan and through the Courier.

Starr: Other states have funding for this, VT does not. "Up north" there are libraries that have a home card for collective borrowing. Starr will look into it and see what their structure is. We are lucky to have Catamount with shared resources.

Jeanne: It's a political problem. Without state funding, communities bear brunt. Historically, Brooks was the first in the consortium. The hope was that more libraries would want to join and then funding issues would be addressed. It worked out that way, but other libraries are still joining the consortium.

Action steps: Karen will look into steps that went into building the CWMARS system and will bring back information to the group

Starr will look at home card. Gabriel will support.

NEW BUSINESS

Gifts from Marlboro College

Starr: Marlboro College offered two boxes of docs re: Royall Tyler. Starr accepted gift of collection of 20 boxes of first edition of Kipling books. She has the deed of gift that specifies that we may do whatever we want with them including sale. There is an assessment document in the box. There is no room to store in library. Jane and Starr will look through the boxes.

Personnel action

Jennifer Ansart is moving to Colorado. She has been with the library for almost 20 years and has helped get innumerable difficult to find volumes over the years via interlibrary loan.

We are planning a going away event for Jennifer at the Kiwanis shelter in Living Memorial Park 2 – 5 on July 30. Her last day is on July 31. Some staff can go early some staff later. It would be greatly appreciated if board members could help staff library so regular staff can attend. Starr will send out email.

Leo: Motion to adjourn Jenny seconded. All in favor.

Thank you. 6:20