

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, June 8, 2021 5:00PM

Minutes

Present: Jane Southworth, Leo Schiff, Sirkka Kauffman, Jennifer Rowe, Kate O'Connor, Karen Tyler, Ann Varilly, Howard Burrows, John Woodward, Starr Latronica, Lindsay Bellville (Children's Room librarian), Jeanne Walsh (Reference librarian) Sarah Vincent-Hoag(notes)

Call to Order / **5:00 PM** Leo

Agenda/Changes or additions: Starr added Poet Laureate to continuing business

Public Comments: none

Minutes of May 11, 2021: Jane moved to approve. Jennifer seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

Sirkka updated. Friends passed the new annual budget for this year. Two fundraising events were discussed (ice-cream social which is being pushed off for now and scarecrow idea) All are recorded in the minutes. Jenny will attend the next Friends meeting (June)

B. Finance/Asset Development Committee—Jennifer Rowe, Chair

Jennifer presented two items, the first a chart illustrating how funds flow –agreed to see if there is time to go over it later in the meeting

The second, the 2022 endowment budget (detailed in the finance committee minutes).

Synopsis: Proposed budget set around 10K – larger than last year. Starr has adjusted the line items (e.g. NYT expense etc.)

Jenny: There is a large rollover of funds year to year, but still allocating 4% when going unspent year to year. Committee decided it's ok to do this for one more year: there is value in a consistent draw from the endowment, gives a cushion in case of a down year. Will look at it again year, but ok for now.

Starr: Book \$ will be spent out. Spoke to supervisors for input before adjusting budget lines.

Jane: Moved to approve budget as presented by Jennifer Rowe both on paper and verbally.

Karen seconded. All in favor. Budget passed unanimously.

C. Technology Committee—Leo Schiff, Chair

Tech committee has not yet met, but Leo will call a meeting for later this month.

D. Buildings and Grounds—Jenny Rowe

1.)B&G committee has pursued the idea of getting input from Bob Stevens regarding the third floor and a meeting with Bob has been schedule scheduled for June 28 at 8:45AM in the library.

2.)Furniture in the library: Committee is focusing on new furniture. In 2017 the Board gave

B&G permission to spend 20K which was spent on 2nd floor bathroom and blue bookdrop. There is a spreadsheet with staff input on what is needed.

50K worth of furniture: 5K is in the Brooks Building Fund and 4K is available from energy efficiency rebate, so need 40K to complete the total needed. There is 64K in the Board Project fund, and B&G asking permission from the Board to draw the 40K from it. Jane: Feels we shouldn't nitpick, just do it.

Howard: Moved that the 40K for furniture be allocated from the Board Project Fund. Karen Seconded. All in favor. None opposed.

Howard: Question about the tusk. Starr: Billy is treating it to shrink the plaster so it can be removed. Moving the horses piece is on the list of projects to be addressed. The dinosaur fossils will be featured as part of the summer reading program.

E. Advocacy and liaison to library organizations—Howard Burrows

VLA and NELA meetings are happening. Howard will get the reports out to the Board

F. Department Reports: Director; Reference, Youth Services

Youth services

Lindsay presented a summer reading program show and tell. Tails and Tales events:

-Song and dance with Robin outside on the Common

-In the CR, Rhyme Time is starting up again

-Lunch program, pick up lunches on site

-Read to a dog with Kelso the most adorable black lab on the planet. Kids can sign up to read to Kelso, 3 Tuesdays are scheduled and Linda Lyon, Kelso's mom, is open to adding more days as needed

-Summer movie series at Northfield drive in. People can just go to the drive in and show their library card to get the discount

-In the back lobby there will be lifesize silhouettes of animals and paw prints for paths through the CR

-Activity bags will be distributed from the library as well as to approximately 300 children at offsite locations

Lindsay showed the contents of the summer reading bags

YA is doing a mystery theme with movie night and a book scavenger event

Directors Report

There have been 26 applicants for the circulation desk manager – application is now closed and moving to next steps

There will be a summer intern who has a degree in art history from Cornell and is studying library science at Simmons. She will be focusing on the art collection in the library. A student worker will be coming to the library through the summer career exploration program.

CONTINUING BUSINESS

Update on phased reopening and volunteer re-entry, including mask requirement

Starr: So far there has been no problem with patrons wearing masks. The library is now open every day at 10AM and staying open till 8PM Wednesday. Will soon return to regular hours.

Kathy Johnson, the accounts manager is back in the library on some mornings before we open. Francisco is still remote but will come back at the end of June
Next step: extending the time allowed in the library (ie: to 50 minutes)
Volunteer re-entry: Moving towards bringing back the volunteers who have been pro-actively requesting to come back (shelvers). Starr will proceed with this gradually.

VISTA position update

Starr: Has interviewed one applicant and has another to interview on Thursday. There is an area-wide housing shortage, which may be a barrier for the VISTA.

Strategic Plan Update

Jane: Committee met last week. The next meeting is scheduled for Wednesday, June 23. Jane passed out documents. The first page is the bones of the existing plan. Second page is Jane's suggestions based on how it was done before. A possible approach would be to adopt the existing plan for another year and use the intervening time to write a new plan.

Suggested "homework": on the VLA website, look at A Library Board's Practical Guide to Strategic Planning". ALA for the EEse of libraries "Advocacy resources and ideas". Starr: found hard copies of the last plan. If you want one please let her know.

Leo: Asked if people would like to be part of leadership team for the strategic planning committee.

Tool Library update

Starr and Leo met with Stephen Dotson and Kevin O'Brien and they are moving forward with the concept of the TL (enhanced library of things). Kevin will speak to other libraries regarding storage, cataloguing, staffing, acquisition and which items are the most popular. They looked at potential spaces for storage. There will be another TL meeting later this month. If interested please let Starr know and she will send invitation.

Committee assignments

Nominating committee: Howard, Jenny, Leo

B&G Committee: Jane, Jenny(acting chair), Elizabeth Tannenbaum, Jeanne and Lindsay.

Jenny: another Trustee on this committee would be great. Sirkka will join.

Howard is interest in participating in B&G with regards to the art collection, would like to be in the loop on that piece.

Finance: Jenny, John, Ann and Sirkka

Technology: Leo(chair), John, Jeanne, Chloe, Howard, Jeanne, Matt (Jeanne: you don't need to be a tech wizard to be on this committee)

Strategic Planning: Jane, Kate, Leo, Ann, Howard

Committee charges

Jenny: The doc still needs to be updated with the information she sent. This subject will be moved to the next meeting.

Leo: regarding Trustee bios and contact info on website, one board member objected to it.

Howard stressed the importance of Board members linking to the community with regard to interests and a human connection. There was a discussion on this and the group agreed that in lieu of putting contact/bio info on the website, they would post a group picture on the website.

Jeanne photographed the group for the website.

Proposal for Outreach Committee

Karen: Howard proposed this committee about a year ago. Karen outlined her vision of the Library as an important part of social services in the community with regards to the under-served and that this can be folded into the strategic plan. She is excited to be a part of the strategic planning committee.

Leo: The role of the library has been a neutral and inclusive community hub during the pandemic and it's great that outreach and inclusion would be a focus in the strategic plan.

Jane: commented on the subject of the Prodigal Son painting as an important metaphor for this. Karen commented that more diverse art in the library would be welcome.

BIPOC statement/land acknowledgement

Starr and Leo agreed that Town is working on it so it might make sense to follow the lead of the Town IDEA committee This sounded great to everyone.

NEW BUSINESS

Poet Laureate

Starr spoke to two poets who are not on the committee because they want to apply for PL. Karen, Jane and John would like to be on this committee. A posting about seeking members from the community will go into the newsletter.

Election of officers

Leo: Proposed a vote on slate of officers

Slate:

Leo- President

John- Vice President

Jenny- Treasurer

Sirkka- Secretary

All voted in favor, none opposed.

6:30 Howard moved to adjourn, Karen seconded.

Thank you.