

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, September 14, 2021 4:45 PM**

**Minutes**

Present: Jane Southworth, Leo Schiff, Sirkka Kauffman, Jennifer Rowe, Kate O'Connor, Karen Tyler, Ann Varilly, John Woodward, Howard Burrows, Starr Latronica, Chloe Liotta-Jones (Assistant youth services librarian), Gabe Pofcher (Americorps VISTA).

Call to Order / **4:46 PM** Leo

Agenda/Changes or additions: Starr added an executive session personnel matter to new business

Public Comments: Introduction of and welcome to Gabe Pofcher (Americorps VISTA)

Minutes of July 13, 2021: Kate moved to approve; Jane seconded. All in favor, none opposed, none abstained.

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

**A. Friends of the Library**

Starr updated. The ice cream social and garden party raised \$5,000. Book sale is still under consideration during Literary Festival, but may be moved to have that and the holiday sale together. The annual appeal is being worked on, with questions as to whether it will be electronic first before physical letters.

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

Starr noted that John is now the Chair, while Jenny remains Treasurer.

Jenny reported that our endowment in the End of Year report shows an increase from \$2.2 million to \$2.5 million. We spent \$100,000 but made \$400,000.

John said the Committee is looking at grant seeking again, and asked that all committees, especially Strategic Planning and Buildings & Grounds look at needs.

**D. Buildings and Grounds—Sirkka Kauffman, Chair**

Sirkka reported on discussions about new signage for the building at last meeting, and resulting direction to plan for signs on front, side and back of building and in parking lot. The Town zoning administrator will attend a future meeting to discuss requirements of size and placement.

**E. Advocacy and liaison to library organizations—Howard Burrows**

Howard reported on upcoming VLA, NELA and ALA meetings that may be of interest to trustees, and a Vermont Continuing Education opportunity for Youth Services staff on public library and school partnerships.

**F. Department Reports: Director; Youth Services**

**Director's Report**

Starr noted that circulation numbers are edging up, though we are not yet open all our former hours. We are giving out more library cards, both children and adult, and will have statistics on those numbers at the next meeting. There are 2 potential interns from UVM Democracy in action, who could work on a survey of civic life for Strategic Planning and other Town departments. We may have to reassess the MOU for ebikes after one of the principals moves.

#### Youth Services

Chloe reported on a very successful summer teen program, due largely to the teen advisory board. Staff will start school outreach activities next week.

### **CONTINUING BUSINESS**

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

Starr: The Town is not lifting its mask mandate. Some volunteers have returned both downstairs and upstairs, but we are not recruiting them, they are coming to us.

Leo asked when we might return to pre-pandemic hours. Starr replied that we have 2 vacant positions now, once those are filled we can open up the remaining 5 hours not currently open. Job announcements went out a week ago and already there are 13 applications.

#### VISTA position update

Starr: Gabe has started and will be working on statistics and community outreach.

#### Strategic Plan Update

Ann: The July 28 kickoff meeting included discussions of plan purpose and the role library staff will play. At next meeting, set for September 28 at 4:30 pm, main topic will be the survey to be prepared and administered.

#### Tool Library update

Starr: The special Trustee meeting on August 24 approved the grant application for an outbuilding, and the Selectboard has it on its consent agenda for tonight's meeting.

#### Committee assignments

Leo: We have 1 definite vacancy as Jane is leaving after years of service. Ann and Howard are up for reappointment. Howard, Jenny and Leo were on prior Nominating Committee, and agreed to serve again. Kate suggested that we start recruiting earlier and send announcement out several times, so as to have candidates identified prior to Town meeting agenda deadline.

#### Committee charges

Leo: All Committees should look at their charges and affirm them. Action step: send email to Chairs asking them to poll members on the charge.

#### Poet Laureate

Starr: no one on staff is interested in serving on the Committee, so there are 3 Board members and 3 Friends.

## **NEW BUSINESS**

Possible intern from UVM to help with community survey for Strategic Planning process.

Starr reported earlier that there were two potential interns, and added that they will be coming down for interviews and she will try to have them meet with the Strategic Plan committee on September 28.

5:47 pm. Starr requested to move into Executive Session to discuss a personnel matter. The Session ended at 5:58 pm.

6:00 pm. John moved to adjourn; Ann seconded.