

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, April 12, 2022 4:45 PM

Minutes

Present: in person: Sirkka Kauffman, Starr Latronica, Karen Tyler, Leslie Markey (technical services librarian), Jennifer Rowe, Howard Burrows, Leo Schiff, Joyce Sullivan, John Woodward, Kate O'Connor; remotely: Ann Varilly.

Call to Order / **4:48 PM** Leo

Agenda/Changes or additions: none

Public Comments: none

Minutes of March 8, 2022: Jenny moved to approve; Karen seconded. All in favor, except Joyce abstained.

Leo welcomed new trustee Joyce Sullivan to the Board; she gave a summary of her background and interest in serving.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Sirkka update

- The Friends passed their annual budget, increasing funding for digital media. They also voted to invest \$10,000 in Treasury Direct I bonds, and suggested the need to establish a Finance committee, with Connie as chair. In addition, they approved \$800 for “welcome baby” bags for the Children’s Room, and \$450 for Next Stage summer passes.
- Antique/special books need to be dealt with, and someone from an auction house is coming to review them.

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

- The Board had previously approved the amount of the endowment draw, and today was presented with a breakdown of that by line item for the 2022-23 budget. Kate motioned to approve; Ann seconded. All voted to approve, except Howard abstaining.
- There are 2 potential candidates to appraise the Loud collection.

C. Technology Committee

- No report.

D. Buildings and Grounds—Sirkka Kauffman, Chair

- At last meeting, members were asked to update their perception of building needs, and Starr will continue to ask other staff for the same.
- Tool shed has arrived and is in place.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard suggested that trustees join the ALA, NELA and/or VLA. There are funds in the budget for these.

F. Strategic Planning Committee

- Ann reported that there have been 3 responses from trustees and staff about the list of organizations. No date has been set yet for the retreat with trustees and staff.

G. Department Reports: Director

Director's Report

Starr reported that there will be a refresher safety training for staff in late April. Leslie and 2 other staff are conducting an all day cataloging workshop for small libraries. While circulation numbers are still down a bit, we are still not open as much as pre-pandemic, and have not been doing as many programs.

CONTINUING BUSINESS

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

Starr: There has been little pushback on asking patrons to use masks. We have been bringing volunteers back. We are fully staffed now, and will hope to be open Monday evenings, and Tuesdays and Wednesdays to 9 pm starting in May.

Tool Library update

Starr: The shed (aka "cottage") arrived on schedule, and will be stained soon. Time Trade will furnish the inside. Brown & Roberts will offer a discount on some items. Kevin O'Brien (a former VISTA) will help input items into the software. We are planning a grand opening on Friday, June 3d, and hope to have it open 7-8 hours a week, Wednesday and Friday evenings, and on Saturdays.

Personnel update

Starr: We are now fully staffed.

Committee charges

All committees should reaffirm them at their next meeting.

E-bikes

Starr is waiting on the bill of sale, and figuring out the reservation process. We hope to have the bikes on Earth Day in Harmony Lot, and open up reservations there.

NEW BUSINESS

- Election of officers

Slate of officers proposed:

President: Leo Schiff

Vice President: John Woodward

Treasurer: Jenny Rowe

Secretary: Sirkka Kauffman

Karen moved to approve slate; Kate seconded; all approved.

- Committee roles

The following will be the committee compositions:

Finance: Jenny, John, Sirkka, Ann

Buildings & Grounds: Sirkka, Karen, Jenny, Joyce

Nominations: Howard, Jenny, Leo, Karen

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

Technology: Leo, Howard, John

6:13 pm. Joyce moved to adjourn; Howard seconded. Leo adjourned.