

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday February 14, 2023 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Sara Luttrell (technical services librarian/cataloging), Jennifer Rowe, Leo Schiff, Joyce Sullivan, Ann Varilly, John Woodward, Kate O'Connor, Howard Burrows.

Call to Order / **4:49 PM** Leo
Agenda/Changes or additions: None.

Public Comments: none.

Minutes of January 10, 2023: Karen moved to approve; Ann seconded. All who were in attendance voted to approve.

Leo introduced and the Board welcomed Sara Luttrell, the new cataloger.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Starr update

- The annual appeal has raised about \$14,000 to date.
- They are looking into purchasing another Treasury bill.
- The next meeting will be devoted to budget preparation, with a focus on increasing funding for digital media, a laptop and creative software. Joyce will attend.

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

- John reported on progress of the \$3,000 contract on the noticing and auction process of items in the Loud collection. The Brattleboro Historical Society may take some 20-25 items. We need to draw up notices and a press release of this effort. The first auction sale may take place in May or early summer. A low-end estimate of what we may realize from auction is \$20,000 less transaction costs.
- Jenny reiterated that the final list for auction will be voted on by the Board for transparency.
- Jenny noted that the quarterly report with benchmarks shows that at year end the endowment lost less than the benchmarks, but our stock portfolio lost more than Standard & Poor.
- Jenny reported that Bob Fisher had requested a memo regarding the Brooks Building Fund history and transfer; Leo signed the document.
- Jenny also presented a change to our Institutional funds policy to add this fund; it will be presented to the Board 3 times before giving it to the Town.

C. Technology Committee

- No report.

D. Buildings and Grounds—Karen Tyler, Chair

- Karen referred to the minutes in the packet. We are getting preliminary drawings for the outdoor roof designs. Staff has expressed concern about the lack of a cover on the book drop; Starr noted that Alec will look at it. Leo suggested that perhaps the high school building trades might take that on as a project. Lindsay has found a steel cabinet for the staff room.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard reminded the Board of the joint VLA and the VSLA April 3rd conference in Burlington, which will have a \$130 fee. He also referenced the statement from VLA on the Vermont State decision to use only digital library resources.

F. Strategic Planning Committee – Ann Varilly, Chair

- Ann reported that the roll-out of the plan will be at the February 23 staff and trustee meeting, with a Powerpoint of the process of steps. Staff will brainstorm and then vote on 5 values, which will be the basis of a vision statement. Starr will meet later with the staff to plan activities.

G. Nominating Committee – Leo update

- Five candidates have applied, 4 of whom have been scheduled for interviews on Saturday February 25, with one remaining to schedule. Joyce, Karen, Jenny, Leo and Starr will meet with the candidates.

G. Department Reports: Director; Reference

Director

Starr reported during the recent meeting with State officials, one of them noted that there is language in a new bill to make libraries like schools in terms of the gun issue. Ann noted that she is researching a low vision monitor system with text to speech for a possible grant.

CONTINUING BUSINESS

- Discussion of possible library social worker:

The Town is interested in exploring a social worker/navigator resource, possibly overseen by the Safety Committee but available to the library and others.

NEW BUSINESS

- Plans for February 23rd meeting
Covered under Strategic Planning update.
- Succession plan for Board president

Leo will be away for March meeting, so John will chair as vice president. Leo said that it has been an honor to be president for the last three years, which is a good length of time. No one has stepped up yet privately, and he noted the basic skill is to run meetings,

which several Board members have done. Howard suggested that Strategic Planning has had good meetings and a strong leader. Leo noted that the president need not serve for 3 years, but possibly 2, and he could chair an active committee. Ann said she is willing to try it out, and would like to see the Technology Committee revitalized.

5:54 pm. Leo adjourned.