

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, October 10, 2023

Present: Jenny Rowe, Sirkka Kauffman, Ann Varilly, John Woodward, Leo Schiff, Starr LaTronica, Nikki Holland, Karen Tyler, Lindsey Bellville, Joyce Sullivan, Kate O'Connor

*Ann called the meeting to order at 4:45pm

*Additions to the Agenda: Trustee Terms

Salary Survey

Tracy Kidder at the Literary Festival

*Changes to the minutes: None

Committee Updates and Department Reports:

Friends of the Library:

Getting ready to mail an annual appeal letter.

Readying for a robust book sale.

Recent donation from patron for \$1000.00 after reading article in "The Commons".

Finance/Asset Committee: Jenny Rowe

No formal meeting.

*\$8K of auction sales income, \$4K of which Starr has in hand. Needs to be decided with the account to deposit and whether Schlegel's commission has been accounted for. Proceeds from Loud items need to be reinvested in the Loud fund. Other income can be added to the Fine Arts budget.

*Jenny gave an interpretative overview of standard financial reports included in the monthly board packet. Note that the "Grant Fund" report is Town's version of Endowment accounting which is essentially duplicative information. Values will not match exactly because of differences in time of expenditure booking.

Town's NEMREC accounting software system is being replaced with the OpenGov product.

*Leo inquired whether interpretive notes can be added to the financial report.

Technology Committee: Leo Schiff

*Needs assessment form to be circulated amongst staff to collect information about technology gaps and desires, hopefully to be completed within the month.

*Starr has requested the town include ARPA funding for self check-out stations (\$50K-\$60K) in their upcoming memo to select board. Most of the cost is adding new target sensors to each book in collection. This is not a replacement for the circulation desk check-out.

*New system will come with a new inventorying functions, i.e. missing item location.

*Lost books are not a major problem in the Children's Room.

Building and Grounds Committee: Karen Tyler

*Alec Goldschmidt has committed to completing staff design of book drop structure by winter.

*Outdoor landscaping project to hit the reset button. Alec advises BML to think of this project as a major renovation project, revisioning the walkway and compliance with ADA.

* Karen believes the project is in need of a Project Manager. All may increase cost.

*Refitting office space for Youth staff is underway.

Strategic Planning Committee: Ann Varilly

*Brochures and tri-folds are completed.

*SP is on the webpage.

*Press release is in the making.

* "Launch Party is being considered.

Department Reports:

*The Youth Services department is looking for volunteers for Halloween event.

*Starr requests that committee chairs get their agendas to Anna with Starr copied in Microsoft Work at least 48 hours before scheduled meeting to be warned and noticed.

*Minutes to be sent to Matt, with Starr copied.

*Starr shared the Public Library Compensation and Salary Survey analysis from the state. Inviting the board to review and prepare for discussion at the next board meeting.

*Hiring committee has agreed upon a candidate for circulation desk, and a position has been offered.

Continuing Business:

Social Work and safety assistance at BML

*HCRS will start to come to BML during the busiest hours.

New Business:

*Ann requested any staff recognition publicity be shared with the board.

*Sirkka, Kate and Leo terms are up in 2024.

Meeting adjourned at 6:30

Respectfully submitted by,
Joyce Sullivan
With the appreciated help of,
John Woodward