

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, December 12, 2023**

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

\*Ann called the meeting to order at 4:47pm

\*Additions to the Agenda: None

Changes to the Minutes:

Leo Schiff moved to accept minutes, Karen Tyler seconded it.

**Committee Updates and Department Reports:**

**Friends of the Library:**

The Annual Letter is underway and going along positively.

In addition to the profits of \$3000.00, BML benefits from good publicity.

**Finance/Asset Committee:** John Woodward

Draft of the financial report to the town will be included for the Representative Town Meeting, this will need to be completed by January 16, 2024. Discussion around bringing attention to "deferred maintenance. A suggestion would be to request the town cover materials and salary for BML. If so, BML would be more able to cover larger maintenance costs.

Town Human Resource Director more responsive to the staffing needs at BML. She is now coming into the library to observe the current staffing pattern and its challenges.

Jenny Rowe motioned the Portrait of Jacob Estey to be given to the Estey Organ Museum, Joyce Sullivan seconded it, all agreed.

**Technology Committee:** Leo Schiff

No meeting this month. Next meeting is scheduled for the first Wednesday in January 2024.

**Building and Grounds Committee:** Karen Tyler

No meeting this month. When the committee resumes meeting, discussion starts with accessibility in the forefront.

**Strategic Planning Committee:** Ann Varilly

Starr and Ann presented the Strategic Plan at the most recent selectboard meeting.

The “Kick Off” for the Strategic Plan has been tabled and perhaps a “Refresher” will be scheduled in the future.

**Department Reports:**

\*Technology Services: Sara Luttrell

4172 books have been cataloged this year.

On an average this includes 250-300 in Adults sections every month.

Particular focus this year has been increasing the DVD collection, presently there are 442.

Sara has a very dynamic “weeding system” with the hope to weed out books at an equal rate as acquiring books. To date 2000 books have been replaced and re-homed.

\*Director’s Report: Starr LaTronica

First phase of interviewing–no offers have been accepted. Second round of interviews on Thursday 12/14/2023.

**Continuing Business:**

\*Social Work and safety assistance:

Town manager has a preliminary agreement with HCRS for a social worker at the library.

\*Town Budget Process: begins next week at Selectboard meeting.

Nominating committee to reconvene for Trustee vacancies and interviews.

Note made on Patrons vs Newsletter Subscribers (7877 to 4651)

Meeting adjourned at 6:34

Respectfully submitted by,  
Joyce Sullivan

