

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, June 11, 2024**

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

\*Ann called the meeting to order at 4:48pm

\*Additions/Changes to the Agenda: None

\*Changes to last month's minutes: Accepted as written

**Committee Updates and Department Reports:**

**A. Friends of the Library:** Ann Varilly

- Approved upcoming budget of May 2024-April 2025
- Holding funds for a \$1500.00 grant for early literacy from Vermont Humanities
- Garden Party 6/30 2pm-5pm
- A booth will be at the Garden Party selling hats, 10% of the proceeds will be given to BML.
- Karen Tyler will attend FOL meeting on 6/26/2024

**B. Finance/Asset Committee:** John Woodward

- John recommended trustees begin to plan for the end of the year bonuses, and they may be added to allocations. The town is to do a study of wages across all department employees.
- Leo stated he thought bonuses and inadequate salaries should be considered as separate issues.
- John was curious about the gap between average incomes and livable wage.
- Windham Historical Society plans to collect art items at the end of this month.

**C. Technology Committee:** Leo Schiff

- Internet update to to be completed 6/20
- VT Adult Learning can provide volunteers for BML to increase technology education to patrons. They suggested a survey be conducted around the technology education needs. A user-friendly survey will be developed.
- A task necessary for the person recruited for the outreach position would be managing BML's social media.
- 500 magazines are now available on the Libby Program
- BML to receive "hand me down" computers from the town.

**D. Building and Grounds Committee:** Karen Tyler

- Monthly meeting time for this committee will remain the 3rd Friday of the month at 9am.
- No word on the Arpa Grant—possibly early July.
- The Grant has a generous time completion of July 2026
- Outdoor Book Drop is completed
- Robin Sweetapple will consult on possible improvements to BML's interior space.

- A quote has been received from Mary McLoughlin to repair/replace the children's room doors.

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**E. Strategic Planning Committee:** Ann Varilly

- No update

**F Department Reports:** Lindsay Bellville, Starr LaTronica

**YOUTH:**

- Summer Program is underway
  - Mondays-Matinees
  - Tuesdays-Sing and Dance with Robin at the Common
  - Wednesdays-Rhyme Time
  - Thursdays- Storytime at the Retreat Farm
  - July 1st - Free Lunch begins
  - July 2nd- PJ Storytime
  - July 16th - Music Show
  - July 24th - Family Game
- Teens Only Program- 3 Programs
  - Game night and 2 Movies

**DIRECTOR:**

- July 4th parade-Highlighting Volunteers
- Anna discovered "The Front Porch Forum" is a way to increase exposure to BML.
- August 16th - Town Picnic 11am-2pm

**Continuing Business:**

**SOCIAL WORK AND SAFETY:**

- Starr noted that there were "a lot of new folks in town, in very rough shape"
- July 1st embedded social workers and community support people have been hired for the town. BML may possibly receive increased onsite presence.
- The town has added \$40k to contract with community counselors, though the bid came in at \$72K. Town departments are considering contributing to cover the difference and make the program more robust. Starr will bring this need to the Selectboard to expose the budget need.

**New Business:**

- Selectboard Retreat/ BML Input
  - Closing earlier on Saturdays
  - Decrease technology sessions for the public
  - Installation of self checkout
  - Maintain safety all around
  - Training new outreach specialist
  - Update policies
  - Pay equity for Part-time Staff

**New Legislation:**

- BML policies held as an example to the state
- July 1st-Age of confidentiality has changed to 12 years old
- July 1st- all meetings to be recorded and available for 60 days.

Meeting adjourned at 6:20 pm

Respectfully Submitted,  
Joyce Sullivan