



## Board of Trustees Meeting Materials for June 11<sup>th</sup>, 2024

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**Brooks Memorial Library  
Board of Trustees**

**Tuesday, June 11, 2024, 4:45 PM  
Meeting to be held on site or via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZ1S0J2OEErWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

**AGENDA**

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

President's Comments

Minutes of May 14, 2024 <https://eadn-wc04-3360218.nxedge.io/wpcontent/uploads/2024/05/20240514-Trustees-Minutes.pdf>

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update – Ann
- Change in date: June 26 meeting—need Board rep.
- Garden party—Sunday, June 30 2-5 pm

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

- Update <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2024/06/20240508-Finance-Minutes.pdf>

C. Technology Committee – Leo Schiff, Chair

- Update <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2024/06/20240529-Technology-Minutes.pdf>

D. Buildings and Grounds—Karen Tyler, Chair

- Update <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2024/05/20240517-Building-and-Grounds-Minutes.pdf>

E. Strategic Planning Committee—Ann Varilly, Chair

- No Update

F. Department Reports: Director, Youth Services

**CONTINUING BUSINESS**

- Social work and safety assistance update
- Policy for emergency closure due to staffing shortage
- Unsung heroes award

**NEW BUSINESS**

- Input for Selectboard retreat
- New legislation re: libraries
- Emotional support for staff

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, May 14, 2024**

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

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

\*Additions/Changes to the Agenda: Starr to add in Director's Report.

\*Changes to last month's minutes: Strike Jenny Rowe from being present and to include Margaret Atkinson.

Public Present: Howard Burrows (former BML trustee), Karen Duggan (Friends of BML)

**Public Comment:** Howard requested funding and support to create an event to honor the staff of BML as recipients of the "Unsung Hero Award". His ideas for such an event included closing the library 2 hours early, a musician, public figures to speak and a plaque.

Karen Duggan stated the Friends were not able to help in any planning given the upcoming events they are hosting, but could perhaps give some funds towards the event.

After much discussion and querying an alternative idea was made that was more in line with not requiring staff to attend an event, take time off, or lose paid hours.

**Committee Updates and Department Reports:**

**A. Friends of the Library:** Margaret Atkinson

- The most current balance of FOL is \$86,000.00
- Upcoming events:
  - Brooks in Bloom–May 18th
  - Garden Party–end of June
  - Annual Meeting of FOL–May 15th

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

John made a motion for BML to approve the allocations of budget line

Items as shown.

Margaret Atkinson seconded.

All in favor

**C. Technology Committee:** Leo Schiff

No update

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

No update

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

- Sampled an assessment tool for the strategic plan, and will continue to work with this tool.
- Open house planned for some time in September
- Discussed marketing ideas and collaboration with the Building and Grounds Committee for signage.

**F. Department Reports:** Matt Wojcik, Starr LaTronica

- Re-do of BML's network is still in process. Library will need to close for transition to the new network equipment. Matt is confident that the completion of this project will be by the end of May earliest, or at least the end of June.
- Information meeting with StoryCorps and community partners. StoryCorps will be in Brattleboro from July 5th-August 2nd.

**Continuing Business:**

- Behavioral issues continue with some patrons.
- From this day forward, Starr would like to be referred to as, "Ms Spectacles".
- Ann Varilly motioned to transfer Art items to the Brattleboro Historical Society and the Historical Society of Windham County.  
Leo Schiff seconded the motion.  
All in favor

**Executive Session: 5:58 pm-6:15 pm**

The Board affirmed to grant bonuses of:  
 \$300.00 Each to Lindsay Bellville and Marybeth Fleming for performing extra tasks to compensate for the vacancy of a Technical Services librarian.  
 \$500 each to Jennifer Robb and Anna Monders for learning skills and performing work above their classification to maintain collection during the vacancy of a Technical Services librarian.

**Upcoming Selectboard Retreat:**

All departments were asked to submit items for the upcoming year.

For BML: Building and Grounds project

- Training
- Pay equity for P.T. staff
- Increase in P.T. staff
- Safety and security for the staff

Meeting adjourned at 6:21pm

Respectfully Submitted,  
 Joyce Sullivan

## **Buildings and Grounds Committee Minutes, May 17, 2024**

**Present:** Gavin Watson, Christine de Vallet, Joyce Sullivan, Karen Tyler (chair), Matthew Wojcik, Janice Malin, Lindsay Bellville, Starr Latronica, Elizabeth Tannenbaum (scribe)

Meeting called to order at 9:10.

Chair Karen Tyler noted that it is good to have people back after frenzy of the grant.

**Member information:** Karen reported: Claudia Prat will not be able to attend meetings (new job and toddler) but she would like to remain on email list; Lin Taggard is still interested and is happy to share her garden design expertise; Margaret Atkinson would like to join committee but morning meeting times don't work.

**Action:** For now, the Committee will continue to meet at 9:00, Fridays, usually 3<sup>rd</sup> Friday of the month as the time most convenient for most members. (this time can be re-visited in the future)

--No changes or additions to minutes

--Minutes approved from last meeting.

--No Public.

### **Old Business:**

**Grant** update: Starr: No news yet on grant. Early summer perhaps; Starr hasn't received any clarification questions yet which may be a good sign.

**Outdoor Book Shelter project** is incomplete; need bill for services from Alec before end of fiscal year (end of June).

Need to clarify with Alec if structure is complete (permanent braces?); staff says it's fine.

**ACTION:** Joyce will talk with Alec

### **New Business:**

**Interior Architect:** Starr would like to engage Robin Sweetwater for interior space consulting and staff room renovation. Possible grants available

\$110/hour=Robin's fee for non-profits

Starr suggests 10 hours to come from the "Projects" budget line

**ACTION:** Committee approved this expenditure for Robin.

**Additional desktop computers, desks, chairs:** Matt shared suggestions from Amanda (Circulation Clerk) about need for more desktop computers for public use. Also desks+chairs.

Matt: Suggests 2-3 more tables+PCs. Matt can find funding for computers but library will need to purchase desks and chairs. Christine suggests more stand up computer stands for quick access/printing.

**Action;** Starr suggests Robin look at space for these computers in her study on interior space.

Committee will consider favorably if brought to a vote for funding.

**Lighting in stairwell.** Matt: Can this be improved; now still has fluorescent bulbs;

**Action:** Starr will check on fixtures.

**Children's Room:** Lindsay. Broken swinging doors; quoted cost to replace each door is \$2000. Waiting for final quotes.

**Action:** Joyce will contact a friend who might be able to do repairs or will know a cheaper source.

**Next meeting: 9:00 a.m., Friday June 28.** (tentative)

**Adjourned:** 9:40

# Brooks Memorial Library

## Finance Committee

Friday June 07, 2024 4:45 PM (EST)

### Minutes

- 1) Called to Order 4:44
- 2) Agenda/Changes or additions
- 3) Approval of Minutes of May 8, 2024 ([link](#))
- 4) Public Comment
- 5) Continuing Business

- Loud fund and collection

*Ann will tally the Loud vs. other auction proceeds before JRW moves into new Board Projects subaccount(s)*

*Brattleboro Historical Society has taken possession of their items. Windham Historical Society likely to do so by the end of the month.*

- Town & Endowment budget planning

*Frame as education session with*

*Group settled on a target date of 1<sup>st</sup> or 2<sup>nd</sup> of August for a sit-down with Town folks to discuss how depreciation of library assets is handled. JRW will message Kim Frost to initiate*

- Policy update needs
  - i. Endowment

*Still in progress*

- ii. Fine Arts

*Still in progress. Ann will share VT Historical Society Policy with Jenny*

- 6) New Business

- Contingency planning
- Discussion: Merit and bonus pay formula for budgeting

*JRW floated idea of formalizing end of year bonuses as line-item to plan on allocating from annual draw. He also presented comparisons of staff wages with the livable wage figures composed by Public Assets Institute, takeaway being that any household configuration with children will struggle to met their "basic needs" on BML wages, even with two income-earners.*

- 7) Placeholder for Future Business

- Tracking spending out of Building Fund
- Project Fund & Sanderson Pike Fund balances

- 8) Adjourn 5:44

Brooks Memorial Library  
Technology Committee  
Wednesday, May 29, 2024 at 4:30 PM  
Mezzanine Meeting Room B

In attendance: Starr Latronica, Leo Schiff (committee chair), Matthew Wojcik, John Woodward. Guests: Margaret Atkinson, Bob Ferrente

- Called to Order @ 4:32
- Agenda (Changes or Additions)
  - None
- Public Comment
  - Leo gave a brief introduction to the purpose and work of the committee for the guests.
- Minutes of 3/27/24
  - Approved
- Old business: Update any current technology projects/programs
  - Matt provided a status update on the network upgrade project.

Project background: the State of Vermont is ending the FiberConnect program on June 30th. FiberConnect was a public-private partnership to provide high-speed internet to community anchor points across the state, conceived when most residents of Vermont had no access to home broadband. Since 2013 it has provided the library's internet connection and internal networking. The end of FiberConnect meant all participating libraries would have to arrange for new internet connections and replace all networking equipment. Through the Vermont Department of Libraries, generous state grants were provided to each FiberConnect library to fund the transition.

Work is well underway on a complete network overhaul and upgrade for the library. The new internet connection, which is almost ten times as fast as on FiberConnect, has been installed to the building. Matt has been testing it with some of the new network equipment (router/firewall and one of the new wireless access points). He is also in the process of contacting the providers of all the online services the library provides, as well as cloud-based systems used by staff, to notify them of our upcoming IP address change.

Matt is coordinating with staff and the IT contractor to determine the final switchover date. We will need to close the library, because we will have no network or internet access for several hours while the new equipment is installed, network rack is rewired, and everything is tested. We should only need to close for about a half-day. That will probably be in mid-June. Cost of the new equipment and contractors is well within the grant.

Also planned and budgeted within the grant is a future Phase 2. That phase will improve outdoor WiFi coverage in the areas immediately in front of the building and near the upper entrance, and add wired network ports on the mezzanine and second floor in underserved spaces. Since these are purely improvements, they do not need to be complete before June 30th. The grant us allows ten full years to spend the money on allowed expenses.

Discussion followed:

- Question: Should we expect an increase in library use because of the higher internet and network speeds? Matt: Hard to guess, but probably not very likely.
- Question: Do or will we have much insight into how the library's internet connection is being used? Matt: Not currently, since FiberConnect is managed by the state. We will own and have full access to the new equipment, so we may be able to get some information after we switch. Would only want broad trends to protect users' privacy. Not sure what related capabilities the equipment provides.
- Update on technology support from community partners, etc.
  - Vermont Department of Labor offered a first job workshop for teens at the library during April vacation week. Introduced online resources for resume writing, job searching, etc.
  - Starr has been in conversation with Vermont Adult Learning. They recommended we take a survey of public needs for technology education. Vermont Adult Learning may be able to provide educational resources (e.g., group classes) once needs and desires are known.
- Discussion: Technology Committee could perhaps develop the survey?
- Tony Eastwood has been volunteering in support of our Library of Things (Tool Cottage specifically). He may be able to help add new LoT items to the reservation system, as well.
- Staff have been working to make the library's Facebook and Instagram more active recently. Circulation staff have been supporting this; the new outreach position will take on some of this as well.
- Magazines are now available through Libby. Starr and supervisors are looking at collection development for downloadable titles.
- Upgrades to the library's public access computing may happen before the end of the calendar year.
- Youth Services has purchased a number of Yoto digital audio players which will be added to circulation. These are screen-free with simple kid-friendly controls. They play audiobooks off Yoto cards that will be available to check out with the devices.
- New business: Leo led a discussion with the meeting guests around their opinions on technology in libraries.
- Adjourned at 5:32

## Director's Report for May 2024

### Announcements:

- We continue to contend with challenging behaviors of people using our facility. Thank goodness for the presence of Caleb Knight from Securitas to keep the staff and the public safe and the building secure.
- Matt Wojcik is making headway with our transition to a new network. We will need to close at 1pm on 6/20/24 for switching over all stations.
- Circulation clerk Lorena Cuevas has left her position. (15 hours)
- Julia Symes (Finance Department) was invaluable and appreciated when our accounts clerk was away.
- Tony Eastwood is doing a fabulous job running the tool shed as a volunteer!

### Activities that support our Strategic Plan

#### Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.

Collect materials in a variety of formats (print, nonprint and electronic) to reflect the world at large.

- Thanks to the Friends of the Library, we have purchased the rights to simultaneous online use of over 5,000 magazines.
- Material displays highlight different areas of the collection and delight patrons of all ages.
- The garden tools and e-bikes are in circulation again.

Offer programs that introduce and illuminate a wide range of interests and opinions.

- Windham World Affairs and Compassionate Brattleboro partnered to sponsor two forums on homelessness and the constitutionality of encampments on public lands.
- Compassionate Brattleboro presented on "Blue Zones" and the possibility of Brattleboro becoming one.
- Regularly scheduled Stitchers and Sci-Fi book discussion programs continue to be well attended, as does the monthly book discussion on *Parenting for Social Justice*.
- COSUR presented a program on Harm Reduction and Overdose Prevention.
- Bradley House held an opening public reception for the exhibit of art by its residents.
- Exhibit of work by artists in incarceration is on view in the Main Reading Room & 2<sup>nd</sup> floor display cases.

Respond to the information needs of all members of the community by providing accessible, respectful, and reliable reference services.

- Jeanne Walsh conducted tours for school children and an orientation to our local history collection.
- Jeanne also prepared a handout for staff on performing basic reference when she is not available.

Review and introduce new technology and develop related instruction.

- We have purchased Yotos—small, screenless machines that play audiobooks for children from inserted cards.

Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.

- Rhyme Time and Sing and Dance with Robin build literacy, social skills and physical coordination.
- Legopalooza strengthens STEM development and communication skills.

Empower teens by providing them with resources for education, entertainment and engagement.

- Teen game night garnered nearly 60 participants. Wholesome, safe, substance free fun for teens.

Recruit, cultivate and retain a diverse, exemplary staff.

- Interviews have been held to fill a 15-hour circulation clerk position and an offer of employment has been made.

Empower and support staff well-being

- Amanda Whiting was awarded her Certificate in Public Libraries after completing a rigorous course of study.
- Jen Robb and Amanda Whiting attended the Vermont Library Association annual conference.
- Maya Faerstein-Weiss attended a webinar on “Creating a Person-First Library”.
- Staff participated in Town training on Stop the Bleed.

**Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.**

Increase relationships with local partners to promote initiatives and programs.

- BML hosted the final Legislative Forum of the session.
- We hosted the Town Committee Fair, which brought new people to the library.

Identify and catalog community assets to better serve our patrons with resources and referrals.

- Shela Linton provided advice and expertise for categories to be used in our community assets database.

Establish diverse and inclusive connections to support underserved and vulnerable sectors.

- BML has been working with agencies to best serve people who are unhoused and/or dealing with substance use disorder.
- The Friends of the Library had a party “Brooks In Bloom” for all of Brattleboro, with special outreach to the refugee community. It was attended by a wonderfully diverse group of approximately 60 people.

**Increase awareness of library services, resources, and impact.**

Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.

- The job description for our new outreach/programming position has been drafted. That person will generate much of our PR.

Leverage municipal resources & community partners for opportunities to convey the value of libraries.

- A reporter from the Reformer spent about 4 hours interviewing staff for an upcoming feature.

Year	2024	2023	2022	2021	2020	2019
Circulation	9672	9766	8607	8332	2212	10926

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 05/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	84,651.00	75,876.59	8,774.41
101-50001-201	Staff Salaries	512,985.00	442,988.17	69,996.83
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	3,207.35	1,292.65
101-51003-201	Postage Expense	7,500.00	7,725.00	(225.00)
101-51004-201	Office Supplies	4,000.00	3,426.82	573.18
101-51007-201	Computer Supplies	4,000.00	3,406.48	593.52
101-51011-201	Reimbursable Expense	3,500.00	0.00	3,500.00
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	3,000.00	4,544.43	(1,544.43)
101-51031-201	Lost Book Refund Pmt Fees	200.00	173.34	26.66
101-51032-201	Book & Non-Print Supplies	5,000.00	4,976.01	23.99
101-51034-201	Fuel Expense	11,500.00	8,014.85	3,485.15
101-51035-201	Electric	18,875.00	18,241.58	633.42
101-51036-201	Utilities	1,840.00	1,641.43	198.57
101-51037-201	Building Repairs	20,000.00	17,508.84	2,491.16
101-51038-201	Maintenance Supplies	4,000.00	4,297.60	(297.60)
101-51039-201	Books - General	7,000.00	7,000.00	0.00
101-51040-201	Reference Sources	18,000.00	17,694.56	305.44
101-51041-201	Juvenile Books	8,500.00	8,129.50	370.50
101-51042-201	Young Adult Sources	3,000.00	2,256.01	743.99
101-51043-201	Replacement Books	2,000.00	1,073.51	926.49
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	12,000.00	11,815.87	184.13
101-51046-201	Non-Print Materials Adult	6,000.00	6,000.00	0.00
101-51047-201	Non-Print Materials Children	4,500.00	4,509.22	(9.22)
101-54004-201	Computer Equipment Maint	6,000.00	3,487.67	2,512.33
101-45007-201	Miscellaneous Revenue	(1,000.00)	(228.80)	(771.20)
101-45012-201	Reimbursements Revenue	(3,000.00)	0.00	(3,000.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(5,540.40)	1,040.40
101-45020-201	Library Fines	0.00	(67.00)	67.00
101-45021-201	Non-Resident Fees	(13,000.00)	(15,601.00)	2,601.00
101-45022-201	Gift Books & Replacement	(2,500.00)	(2,059.11)	(440.89)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 05/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10,000.00	0.00	10,000.00
401-51122-202	BR03 Conferences & Worksh	5,851.40	2,600.03	3,251.37
401-51137-202	BR04 Contract Srvs Adult	6,237.33	3,500.00	2,737.33
401-51127-202	BR05 Books Adults	22,100.00	23,458.64	(1,358.64)
401-51139-202	BR06 Juvenile Programs	5,616.38	3,079.14	2,537.24
401-51129-202	BR07 Reference Sources	6,317.83	1,141.72	5,176.11
401-51128-202	BR08 Local History Source	6,026.24	476.81	5,549.43
401-51132-202	BR09 Young Adult Sources	3,107.94	31.32	3,076.62
401-51135-202	BR10 Non-Print	35,425.39	19,517.75	15,907.64
401-51134-202	BR11 Periodicals & Newspa	5,385.14	2,427.15	2,957.99
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51138-202	BR13 Adult Programs	6,579.12	2,239.71	4,339.41
401-51130-202	BR14 Fine Arts	4,935.40	1,919.10	3,016.30
401-51140-202	BR15 Board Approved Proje	24,530.64	4,727.96	19,802.68
401-51131-202	BR16 Books Children	5,879.94	1,985.80	3,894.14
401-51141-202	BR17 Outreach	10,983.03	4,269.35	6,713.68
401-51126-202	BR18 Conservation	500.00	500.00	0.00
401-51142-202	BR19 Gifts	6,148.84	1,380.62	4,768.22
401-51143-202	BR20 Projects	36,989.84	0.00	36,989.84
401-51144-202	BR21 Legacy	22,499.22	774.57	21,724.65
401-51123-202	BR22 Staff Leave	5,377.73	0.00	5,377.73
401-51136-202	BR23 Downloadable Media	10,000.00	10,000.00	0.00

## Staffing Policy for Open Library Hours

### Minimum Staffing

Three on-duty employees, including one supervisor, comprise the minimum staffing requirement for the library building to be open to the public. If an employee is unable to attend or complete their shift and the staff level falls below three, the library will close, due to a staffing shortage, until a replacement can be found. *See closing procedure below.*

Minimum staffing requirements do not apply to after-hours programs, such as teen events, when library operations (circulation, computer use) are not available and only limited areas of the building are accessible.

### Supervisor Staffing Policy

Brooks Memorial Library recognizes that oversight and management of the library building, staff, patrons, and activities is complicated and multifaceted and requires the attention, responsibility and accountability of those employed in a supervisory role during open hours. Thus, it is incumbent that a supervisor should be onsite when the library building is open to the public, with the exception of meal breaks of one half to one hour, when a full-time library specialist may serve as "supervisor in charge".

Schedules will be prepared and distributed in advance to ensure supervisory coverage during open hours. If supervisor needs to adjust their schedule, they must provide advance notice and verify that there will be adequate coverage in their absence or seek a fellow supervisor to substitute.

In the event of an emergency prohibiting the sole supervisor on duty from fulfilling their shift without warning, said supervisor will notify the director immediately. The director will assume the shift or contact other supervisors for availability. If the director cannot be reached, the vacating supervisor will contact the supervisor cohort via phone or text to seek a replacement. In the event that no other supervisor is available, the library will close due to a staffing shortage. *See closing procedure below.*

### Staff Shortage Closing Procedure

When closing due to an emergency staffing shortage, an on-duty member of the staff must notify: the library director; the Town Manager; the president of the Board of Trustees; and the Town Communications Officer via email. Signs should be posted on both entrance doors informing the public that the library is closed due to an emergency staffing shortage. Notices should be posted on social media and the website.

Remaining staff on duty may stay on the premises and continue to work on projects and library tasks. They may also deliver reserved materials to patrons at the door. There should not be fewer than two staff members on the premises. By mutual agreement, all employees may vacate the building. If employees elect to leave before the end of their scheduled shift, they may use vacation, personal or comp accruals, for the difference between the hours worked and the end of their scheduled shift, or the time can be flexed in the same payroll period.

Full time, non-exempt employees who fill in on a Saturday after already completing a full week's schedule will be paid their regular rate up to 40 hours. Any time over 40 hours/week will be paid at time and a half.

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