



## **Board of Trustees Meeting Materials** for August 13<sup>th</sup>, 2024

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**Brooks Memorial Library  
Board of Trustees**

**August 13, 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 Tuesday, July 9, 2024 <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2024/07/20240709-Trustees-Minutes.pdf>

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- No Update, Next meeting: August 21—Sirrka is scheduled to attend

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

- Update

C. Technology Committee – Leo Schiff, Chair

- No Update

D. Buildings and Grounds—Karen Tyler, Chair <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2024/08/20240726-Buildings-and-Grounds-Minutes.pdf>

- Update

E. Strategic Planning Committee—Ann Varilly, Chair

- No Update

F. Department Reports: Director, Youth Services, Information Services

**CONTINUING BUSINESS**

- Social work and safety assistance update.
- Unsung heroes award
- Guardianship of Brattleboro Words Trail murals at new Amtrak station.

**NEW BUSINESS**

- Authorization for late opening August 16, 2024
- Authorization for teen advisory group sleepover August 17, 2024
- Welcoming Week event September 26, 2024
- Library ordinance discussion. Please see FFL sample (the first item at <https://www.fletcherfree.org/PoliciesAndGuidelines> )

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, July 9, 2024**

Present: Margaret Atkinson, Sirkka Kauffman, Ann Varilly, John Woodward, Starr LaTronica, Nikki Holland, Leo Schiff, Joyce Sullivan, Karen Tyler, Jeanne Walsh

Absent: Leo Schiff, Kate O'Connor

\*Ann called the meeting to order at 4:50pm

\*Additions/Changes to the Agenda: None

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

**Public Comments:** Lissa Weinman

Presentation on the "Brattleboro Words Trail"

A request was made for BML to take ownership of the ceramic mural depicting a map of the trail. Funding for the maintenance of the mural will be by a private donor for the foreseeable future. Trustees will consider this request and will communicate their decision.

**Committee Updates and Department Reports:**

**A. Friends of the Library:** Karen Tyler

- FOL is financially in good shape
- Ice Cream Social planning for the end of September
- All requests were granted

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

- Ongoing concern of how the town handles depreciation.
- Review of wage bill to formalize end of the year bonuses.

**C. Technology Committee:** Nikki Holland

- Discussion regarding a survey of technology needs of patrons.
- Survey is in process of being drafted.

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

- The Book Drop project is officially completed.
- Construction of a new door for the Children's Room is under contract.
- No word regarding the ARPA grant.

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

- No update

**F Department Reports:** Jean Walsh, Starr LaTronica

- BML has been extremely busy this week. Jeanne described a day in the life as the Resource Librarian...endless needs and requests from patrons.
- Margaret Atkinson made a motion to pass the Policy for Emergency closures. All in favor, motion passed.
- BPD Community Liaison to be present at BML.
- BML will consider enlisting in a crisis response offered by the town for additional support for staff. This will include allocating funding.

- BML's database will need updating with the new legislation of age of consent being 12 years old.

- 

**Executive Session:** 5:58-6:42 pm

- John Woodward motioned to move funds from staff leave line item for the purpose of staff remuneration. Joyce Sullivan seconded it, all in favor.

Meeting adjourned at 6:44 pm

Respectfully Submitted,  
Joyce Sullivan

## July 26, 2024 Minutes of Buildings and Grounds meeting

**Present:** Starr, Karen, Gavin, Lindsay, Elizabeth, Robin, Christine, Matt

**Call to order:** 9:10

**Minutes of last meeting:** approved

**Public:** Robin Sweetwater (space consultant)

### **Agenda: Space discussions**

Robin: met with Starr; made list of interior space (focus was on what may not be working and how to change in an economically appropriate way)

1. **Exterior signage.** Nothing now in front of the library. Suggest: BML logo: open book. Lotus Graphics (gold leaf (used on fire trucks); comes in a sheet; opaque black that matches color of glass; above entrance and also something in back on glass

Note: Restrictions on Rte 5: 64 square feet

**Back entrance signage:** what do we want to say: BML, or Children's Library? How to refer to 'rest of library' since this is entrance for all of the library, not just Children's Room.

Interior signage??

Children's Library entrance? (**task:** think of possibilities for titles and email suggestions to Karen/Starr)

2. **Staff space:** Ben and Jerry grant for improvement. So many different possibilities for this space (e.g. storage, relaxation including calls that don't disrupt others, work space.) Matt suggests separate storage space in Staff room.

Considerations: convenient access, not interfering with kitchen area; window with blinds for privacy; location of table for eating

Separate storage space=priority; also consider: lounge vs eating space; vs. work space? Focus: visually calm; less chaotic space. Storage area separate

3. Office for Lindsay and teen staff in Children's Room (3 drawings presented)
4. Stairwell color scheme: now dark, a little 'creepy'. **Action:** Robin will make some suggestions for lighting and color, fans ("Big Ass Fans" website); paint brick to

brighten up; murals? by local artists; underneath of stairs; fixtures now waste available lighting

5. Private office for Starr, Lindsay, Matt: include shade that moves up and down
6. Hallway upstairs. Remove snack area and change location. **Action:** Robin and Lindsay will discuss. Lego display location adjustment?
7. Cubicles? Wide range of price; ventilation is important; sound proofing; ADA accessible
8. Meeting room next to Starr's office: could be divided; mostly used now by 1 or 2 people. Look at this area as shared and/or private space.

Option: Dividers on wheels to section off.

9. Whimsical lighting/visuals; e.g. large mobiles for main reading room; stars in Children's Room. (note: movement can set off alarm); accent lighting

#### Additions to list?

--Pods with displays on one side;

--extend mezzanine out?? Over magazine area?

No news on **grant** yet; 4-6 weeks?

**First priority: replace roof**

**Adjourn:** 10:25

**Next meeting:** August 23, 9:00

## Director's Report for July 2024

**Announcements:** Our wonderful Chloe Liotta-Jones will be leaving at the end of August. They are re-locating to Oregon.

### 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.

- Jeanne Walsh continues her pursuit of a full image online version of *The Reformer*. It remains an arduous process.
- Attractive book displays are engaging readers and driving acquisitions.

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

- Adult summer reading program is garnering robust interest from adult participants.
- At the request and behest of a patron, professionals presented a program on socially responsible investing.

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

- Summer reading programs and activities for kids and teens kept young minds sharp while out of school.

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

- Teen game night provided wholesome, safe, substance free fun for teens.

Recruit, cultivate and retain a diverse, exemplary staff.

- We held interviews for our new program/outreach position.

Empower and support staff well-being

- Several staff members attended 1<sup>st</sup> amendment auditing training.
- All staff completed online FEMA training on *Introduction to Incident Command System*
- Maya and Amanda attended a webinar: *Cultivating an Inclusive Environment: Engagement and Outreach in Academic and Public Libraries*
- Maya attended a webinar: *Supercharge your Storytimes – Early Literacy*

**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 a forum for Democratic primary candidates, drawing an audience of approximately 185.
- We arranged for several community members to share their stories at StoryCorps.
- An information session on the state of health care in Vermont drew a crowd of approximately 75 people.
- BML disseminated information at the Rich Earthpalooza event.
- Hosted a printmaking activity at Gallery Walk to publicize our exhibit of art made by people in incarceration.

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

- Work with the Groundworks outreach team has been helpful in serving patrons in need of services.
- Foodworks is providing snacks that we can distribute to hungry patrons.
- We met with the VTHD to plan for distribution of personal care items for those in need.

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

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

- Preparations for a programming/outreach person has provided to opportunity to examine and improve our systems of planning and publicizing events.

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

- Seth Thomas participated in our interviews of the final candidates for our programming/outreach position. His inputs and insights were illuminating.
- First amendment auditors filmed at the library and ended up doing a PSA for BML, which was well received on their website.

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 07/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	91,545.00	3,513.19	88,031.81
101-50001-201	Staff Salaries	583,773.00	21,075.87	562,697.13
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	369.32	4,130.68
101-51003-201	Postage Expense	7,500.00	0.00	7,500.00
101-51004-201	Office Supplies	4,000.00	0.00	4,000.00
101-51007-201	Computer Supplies	4,000.00	0.00	4,000.00
101-51011-201	Reimbursable Expense	3,500.00	0.00	3,500.00
101-51023-201	Equipment Maintenance	2,000.00	300.00	1,700.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	4,000.00	277.90	3,722.10
101-51031-201	Lost Book Refund Pmt Fees	200.00	0.00	200.00
101-51032-201	Book & Non-Print Supplies	6,000.00	305.68	5,694.32
101-51034-201	Fuel Expense	10,790.00	0.00	10,790.00
101-51035-201	Electric	20,730.00	0.00	20,730.00
101-51036-201	Utilities	1,490.00	0.00	1,490.00
101-51037-201	Building Repairs	20,000.00	186.63	19,813.37
101-51038-201	Maintenance Supplies	4,000.00	0.00	4,000.00
101-51039-201	Books - General	8,000.00	409.32	7,590.68
101-51040-201	Reference Sources	18,000.00	12,802.91	5,197.09
101-51041-201	Juvenile Books	8,500.00	260.46	8,239.54
101-51042-201	Young Adult Sources	3,000.00	0.00	3,000.00
101-51043-201	Replacement Books	3,000.00	0.00	3,000.00
101-51044-201	Periodicals & Newspapers	7,500.00	3,360.66	4,139.34
101-51045-201	Digital Subscriptions	13,000.00	1,183.98	11,816.02
101-51046-201	Non-Print Materials Adult	6,000.00	68.63	5,931.37
101-51047-201	Non-Print Materials Children	4,500.00	33.48	4,466.52
101-54004-201	Computer Equipment Maint	6,000.00	0.00	6,000.00
101-45007-201	Miscellaneous Revenue	(1,000.00)	(10.00)	(990.00)
101-45012-201	Reimbursements Revenue	(3,000.00)	0.00	(3,000.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(325.35)	(4,174.65)
101-45021-201	Non-Resident Fees	(15,000.00)	(1,414.00)	(13,586.00)
101-45022-201	Gift Books & Replacement	(1,500.00)	(46.00)	(1,454.00)

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 07/31/20

<b>Account Number</b>	<b>Description</b>	<b>Total Budget</b>	<b>YTD Actual</b>
401-51121-202	BR01 Buffer Account	0.00	0.00
401-51122-202	BR03 Conferences & Worksh	0.00	0.00
401-51137-202	BR04 Contract Srvs Adult	0.00	0.00
401-51127-202	BR05 Books Adults	0.00	0.00
401-51139-202	BR06 Juvenile Programs	0.00	56.39
401-51129-202	BR07 Reference Sources	0.00	492.24
401-51128-202	BR08 Local History Source	0.00	0.00
401-51132-202	BR09 Young Adult Sources	0.00	0.00
401-51135-202	BR10 Non-Print	0.00	0.00
401-51134-202	BR11 Periodicals & Newspa	0.00	0.00
401-51124-202	BR12 Trustees Conferences	0.00	0.00
401-51138-202	BR13 Adult Programs	0.00	0.00
401-51130-202	BR14 Fine Arts	0.00	0.00
401-51140-202	BR15 Board Approved Proje	0.00	0.00
401-51131-202	BR16 Books Children	0.00	0.00
401-51141-202	BR17 Outreach	0.00	6.26
401-51126-202	BR18 Conservation	0.00	0.00
401-51142-202	BR19 Gifts	0.00	0.00
401-51143-202	BR20 Projects	0.00	0.00
401-51144-202	BR21 Legacy	0.00	0.00
401-51123-202	BR22 Staff Leave	0.00	0.00
401-51136-202	BR23 Downloadable Media	0.00	0.00

024

**Balance**

0.00  
0.00  
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0.00

# Brooks Memorial Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>Income</b>					
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Expenses</b>					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops		7,495.39	7,495.39		100.00 %
BR04 Contractual Services		1,824.83	1,824.83		100.00 %
BR05 Books Adults		25,891.06	25,891.06		100.00 %
BR06 Juvenile Programs		4,498.81	4,498.81		100.00 %
BR07 Reference Sources		7,685.56	7,685.56		100.00 %
BR08 Local History Source		5,549.43	5,549.43		100.00 %
BR09 Young Adult Sources		3,376.66	3,376.66		100.00 %
BR10 Non-Print		22,373.27	22,373.27		100.00 %
BR11 Periodicals		2,267.47	2,267.47		100.00 %
BR12 Trustees Conferences		1,912.34	1,912.34		100.00 %
BR13 Adult Programs		5,993.45	5,993.45		100.00 %
BR14 Fine Arts	-157.00	2,404.30	2,561.30	-6.53 %	106.53 %
BR15 Board Approved Projects		25,302.68	25,302.68		100.00 %
Fine Arts Auction Sales Revenue		19,440.02	19,440.02		100.00 %
<b>Total BR15 Board Approved Projects</b>		<b>44,742.70</b>	<b>44,742.70</b>		<b>100.00 %</b>
BR16 Books Children		5,838.98	5,838.98		100.00 %
BR17 Outreach		5,000.00	5,000.00		100.00 %
OR01 Marketing		5,370.60	5,370.60		100.00 %
OR02 Outreach		1,321.13	1,321.13		100.00 %
<b>Total BR17 Outreach</b>		<b>11,691.73</b>	<b>11,691.73</b>		<b>100.00 %</b>
BR18 Conservation		1,000.00	1,000.00		100.00 %
<b>BR19 Short Term Gift Funds</b>					
BC01 Brattleboro Camera Club		0.00	0.00		
BP01 Brattle Post Card Fund		0.00	0.00		
BS01 Brattleboro Stamp Club Donation		90.20	90.20		100.00 %
DU01 Helen Durant Fund 9/6/2007		665.85	665.85		100.00 %
EJ01 Edward Johnson Fund		164.38	164.38		100.00 %
HS01 Harold Sheldrick Fund 9/30/15		0.00	0.00		
SG01 Small Gifts	-67.50	4,049.14	4,116.64	-1.67 %	101.67 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
<b>Total BR19 Short Term Gift Funds</b>	<b>-67.50</b>	<b>5,093.57</b>	<b>5,161.07</b>	<b>-1.33 %</b>	<b>101.33 %</b>
<b>BR20 Projects</b>					
SP01 Building and Grounds Committee		32,889.84	32,889.84		100.00 %
<b>Total BR20 Projects</b>		<b>32,889.84</b>	<b>32,889.84</b>		<b>100.00 %</b>
<b>BR21 Legacy</b>					
BF01 Building Fund		10,273.01	10,273.01		100.00 %
BN01 Brown Fund		168.39	168.39		100.00 %

# Brooks Memorial Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL				
ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING	
CK01 Calista Book Fund		780.35	780.35		100.00 %
DW01 Dowley Fund		868.70	868.70		100.00 %
FR01 Frothingham Fund		2,466.02	2,466.02		100.00 %
GB01 George Brooks Fund		802.50	802.50		100.00 %
JR01 Jerard Fund		1,311.59	1,311.59		100.00 %
LU01 Loud Fund		11,445.77	11,445.77		100.00 %
PG01 Pageant Fund		505.26	505.26		100.00 %
SH03 Schorling 2007 Books Ref		143.16	143.16		100.00 %
WY01 Wyatt Fund		596.22	596.22		100.00 %
<b>Total BR21 Legacy</b>		<b>29,360.97</b>	<b>29,360.97</b>		<b>100.00 %</b>
BR22 - Employee Leave Awards		5,377.73	5,377.73		100.00 %
BR23 Downloadable		10,000.00	10,000.00		100.00 %
<b>Total Expenses</b>	<b>\$ -224.50</b>	<b>\$247,268.09</b>	<b>\$247,492.59</b>	<b>-0.09 %</b>	<b>100.09 %</b>
NET OPERATING INCOME	<b>\$224.50</b>	<b>\$ -247,268.09</b>	<b>\$ -247,492.59</b>	<b>-0.09 %</b>	<b>100.09 %</b>
NET INCOME	<b>\$224.50</b>	<b>\$ -247,268.09</b>	<b>\$ -247,492.59</b>	<b>-0.09 %</b>	<b>100.09 %</b>