

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, September 10, 2024**

Present: Margaret Atkinson, Sirkka Kauffman, Ann Varilly, John Woodward, Starr LaTronica, Joyce Sullivan, Kate O'Connor, Lindsay Brellville, Leo Schiff

Absent: Karen Tyler, Nikki Holland

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

\*Additions/Changes to the Agenda: None

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

\* No public present

**Committee Updates and Department Reports:**

**A. Friends of the Library:** Sirkka Kauffman

- FOL will allocate \$100.00 for the next 2 months, to supply snacks for staff
- Book Sale
  - \* 10/01/2024 Accepting Donations
  - \* 11/29/2024 Book Sale begins
  - \* All volunteers will be gifted 2 books.

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

- As of 11/01/2024 John will continue as Treasurer. Sirkka will be Director of the committee.
- Recommended that "Roll Over Funds" be moved into a money market account to earn better interest.
- Fine Arts- 5 lots to be auctioned off. Awaiting the revision of a Fine Arts Policy to determine where the proceeds will go.
- Recommendation to the Town's budgeting process: More P.T. Staff, increased funds for technology
- More attention to the webpage to encourage planned giving.

**C. Technology Committee:** Leo Schiff

- Wrap up of final infrastructure of WIFI
- Survey to be delivered

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

- Still awaiting word on the Arpa Grant
- Light fixtures in staircases have been updated to LEDS
- Robin continues to work on internal space plans.

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

No update

**F. Department Reports:** Lindsay Brellville, Starr LaTronica

- Lindsay presented on the "Adventure Theme" of the summer School Year programming

- 9/21/2024" 802 Kids Fair" - Financial Literacy for children. FINRA Foundation provided supporting materials for children and adults
- Interviewing to Teen Room Specialist

**Director's Report:**

- The Town Budget Process is underway.

Meeting adjourned at 5:49 pm

Respectfully Submitted,  
Joyce Sullivan