

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

Present: Margaret Atkinson, Ann Varilly, Starr LaTronica, Joyce Sullivan, Kate O'Connor, Leo Schiff, Sirkka Kauffman, Nikki Holland, Matt Wojcik

Absent: John Woodward

\*Ann called the meeting to order at 4:46pm

\*Additions/Changes to the Agenda: Starr made addition to New Business

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

\* No public present

**Committee Updates and Department Reports:**

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

- Book Sale undergoing
- FOL are in great shape financially and with volunteers
- "Words Trail" - installation and maintenance are undergoing. A separate account for this trail to cover maintenance has been set up.
- Research into a new company that will manage the museum passes.
- Request that "The Fairbanks Museum be added to BML museum passes.
- The Annual Appeal letter has been sent out.

**B. Finance/Asset Committee:** Ann Varilly

- Generating ideas for budget cutting, including staffing and hours of operation
- Adoption of Town Procurement Policy  
Kate O'Connor made a motion that BML adopt the town Procurement Policy.  
Margaret Atkinson seconded...All in favor
- Release of the Loud Fund  
Kate O'Connor made a motion to approve a letter to release the Loud Fund.  
Ann Varilly seconded it...All in favor

**C. Technology Committee:** Leo Schiff

- Early returns of the survey results, and the survey will be kept open until after the New Year.

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

- Starr and the architects are in conversation with the town about the timeline and planning of the Grant Project
- Seeking names for the Project...all suggestions welcomed!

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

Awaiting discussion and feedback from BML staff to extend the Strategic Plan to 2027.

**F Department Reports:** Matt Wojcik

- New trends in information service is helping people with their small business set up, Streaming with library card, language resources.

**Continuing Business:** Starr Latronica

- Really fraught at BML, there is the general stress and sadness that is a part of BML as well as recent traumas. Word has been sent out to BPD that BML needs to have someone here.

**New Business:**

- An increase in non-resident fees is being considered.
- Board Terms: Both Ann Varilly and Nikki Holland have re-upped for another term.
- All agreed to approve of a delayed opening on 122/19/2024 for staff support.

Executive Session 6:40pm-6:47pm to discuss compensation.

Kate O'Connor moved to accept the outcome of executive session discussion.

Margaret Atkinson seconded it.

All in favor

Meeting adjourned at 6:43 pm

Respectfully Submitted,  
Joyce Sullivan