

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, January 14, 2025**

Present: Margaret Atkinson, Ann Varilly, Starr LaTronica, Joyce Sullivan, Kate O'Connor, Leo Schiff, Sirkka Kauffman, Nikki Holland, Jeanne Walsh, Karen Tyler

Absent: John Woodward

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

There was no meeting in December 2024.

**B. Finance/Asset Committee:** Sirkka Kaufman

- End of the Year Report due to the Town on 1/21/2025
- Discussion around drafting a Financial Management Plan.
- Motion made by Ann Varilly to draw \$100,662.87 from endowment, which would begin 07/01/2026. Leo Schiff seconded, all in favor, motion approved.

**C. Technology Committee:** Leo Schiff

- One Hundred and sixteen responses were collected from the Technology Survey. Matt and staff will review and discuss and report their recommendation of delivering these services to patrons. Results will then be shared with the public.

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

- No meeting was held in December, 2024. Walk through with the town project manager, and requests for bids for roofing and civil engineering will go out.

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

- No update

**F Department Reports:** Jeanne Walsh

- There is an increase in stress with recent events and a general sadness and decline in the patrons. Discussion of the increase of ill-mannered interactions with some patrons.
- Jeanne described the changing nature of BML from "transactional to interactional"
- Secretary of State to be at BML 1/15/2025

**Continuing Business:** Starr Latronica

- No regular security due to BRAT, effort has been made to have security presence at closing time.

- Search for a Trustee position is underway.
- Leo Schiff motioned to adopt a new non-resident fee of \$120.00/year, \$220/2 years. Discretion to be made by the director in the cases of financial hardship, and additional family members can get a card for \$20.00. Joyce Sullivan seconded the motion, all in favor, motion passed, effective 7/1/2025

**New Business:**

- Request was made that BML distribute sleeping bags on an as needed basis to patrons in need of winter protection at night. Starr will speak with Groundworks and the Town attorney for more clarity around the intention of this request.
- Strategic Planning Committee to develop a more comprehensive Conflict of Interest Policy which will include proof of signature from Trustees.
- Approval from the Board to extend hours on 1/17/2025, 2/6/2024 (Charter Review-Public Information night) and every 3rd Friday of the month for the Teen Program.

Meeting adjourned at 6:28 pm

Respectfully Submitted,  
Joyce Sullivan

