

**BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday April 8, 2025 4:45 PM**

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Leo Schiff, Joyce Sullivan, Ann Varilly, Kate O'Connor, Nikki Holland, Margaret Atkinson Absent: Jennifer Rowe.

Call to Order / **4:59 PM** Ann
Agenda/Changes or additions: None.

Public Comments: none.

Minutes of March 11, 2025: Approved as presented with one abstention.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library- Margaret update. Leo to attend next meeting.
 - The Friends have raised \$16,000 from the Annual appeal.
 - There is now an agreement with the Rotary for the Words Trail maintenance.
 - The summer event will be on June 13th, format not yet determined.
- B. Finance/Asset Development Committee—Sirkka Kauffman, Chair
 - Starr reported that after Town Meeting voted down the Town budget, there have been no instructions on how to make cuts. There will be several meetings before the proposed next Town Meeting at the end of May. Starr would like to make the cuts, and may ask the Board to fill in some funds from the Endowment. We do not want to cut opening hours or cut staff. We have received a \$5,000 grant for downloadables.
 - Staff is working on the monetary evaluation of library services, and the hours spent on each service, though there is much overlap in quantifying these.
 - Sirkka noted that the Treasurer and Finance Chair successions will be addressed under New Business.
- C. Technology Committee – Leo Schiff, Chair
 - No report. Minutes not posted yet.
- D. Buildings and Grounds—Karen Tyler, Chair
 - Starr noted that the big grant is still a go, and she was able to finally get into the state portal to submit invoices for reimbursement, though we have not received payment yet. The roofwork is ready to begin, with plans due in by the end of April.
 - Discussions are ongoing about Lindsay's private office space, and about soundproofing the Children's room.
- E. Strategic Planning Committee – Ann Varilly, Chair

- Ann reported that the group is working on Bylaws updating.
- Leo asked about the Library Director evaluation, whether the Town is doing it and if the Trustees will be involved (which is mentioned in the Bylaws). Starr will follow up with the Town attorney as to the process.

F. Department Reports: Director; Information Services; Youth Services – all in packet

CONTINUING BUSINESS

- Social work and safety assistance update: Postponed to next meeting.
- Collection Development and Behavior policies update: Postponed to next meeting.

NEW BUSINESS

- Officers and Committees

Leo moved, and Karen seconded the following slate of officers, which was unanimously approved.

President: Ann Varilly

Vice President: Margaret Atkinson

Secretary: Leo Schiff

Treasurer: Jennifer Rowe

Finance/Asset Development Committee: Margaret (Chair), Ann, Jenny, Sirkka

Buildings and Grounds Committee: Nikki (Chair), Karen, Joyce, Community Members.
Discussion of potential meeting time change to continue.

Technology Committee: Nikki (Chair), Leo, Margaret

Strategic Planning Committee: Ann (Chair), Kate, Leo, Sirkka

Leo noted that the potential for an Outreach Committee has resurfaced, which might consist of Starr, Tara O'Brien, and some Board members to help flesh out Tara's role and support our Strategic Plan. Karen is interested and could chair. Starr will talk to Tara, invite her to a future Board meeting, and further discussions may ensue.

- National Library Week: April 6th-April 12th. Reminder of library staff meeting on the 10th.
- Professional Development policy and application draft revision: There was a question whether this policy has been to HR. Starr will send it to HR, and we will postpone discussion to next meeting.
- Child Safety Policy revision: Postponed to next meeting.

5:49 pm. Ann adjourned.