



Board of Trustees Meeting Materials for February 11th, 2025

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¹ Committee minutes are only included if particularly relevant to the meeting's agenda. Other committee minutes are available at <https://brookslibraryvt.org/about-us/board-of-trustees/board-agendas-and-minutes/>

Brooks Memorial Library Board of Trustees

*February 11, 2025, 4:45 PM
Meeting to be held on site or via Zoom:
Join Zoom Meeting*

*<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZiSoJ2OEErWGLYN3N4MkQ5UTo9>
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, January 14, 2025

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Update - Ann, Next meeting: February--Karen
- B. Finance/Asset Development Committee—Sirikka Kauffman, Chair
 - Update
- C. Technology Committee – Leo Schiff, Chair
 - No report
- D. Buildings and Grounds—Karen Tyler, Chair
 - Update
- E. Strategic Planning Committee—Ann Varilly, Chair
 - Update
- F. Department Reports: Director, Youth Services, Information Services

CONTINUING BUSINESS

- Social work and safety assistance update.
- Unsung heroes award
- Trustee Nominating Committee – Update
- Distribution of sleeping bags
- Conflict of Interest Policy

NEW BUSINESS

- Collection Development Policy
- Other Policy Updates

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

Director's Report for January 2025

There has been a decrease in critical incidents since instituting the practice of locking the upstairs bathrooms. There are still isolated issues of people who try to admit a second adult to the restroom, or spend an inordinate amount of time occupying the room, but the situation has improved. Despite the improvement, this continues to create a significant burden on the Children's Room staff and absorbs a tremendous amount of their time and attention, as they also track the time of occupations, in case there is cause for worry.

Staff continues to contend with patrons who are struggling with mental health and behavior issues, as well as occasional cases of cognitive decline in some of our older patrons. We also see a lot of very cold patrons seeking snacks, gloves, handwarmers, cups of tea, warm clothing, sleeping bags, etc.

We have received 3,000 more COVID tests from VCIL for free distribution to the community.

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.

- Five "memory kits" have been added to the Library of Things. They contain objects and games that stimulate conversation and cognition. Intended for seniors, there has been interest from families as well.
- Recently added passes to the skating rink and the planetarium in St. Johnsbury (funded by FOBML) are appreciated.

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

- The State legislators conducted a large community information/listening session in the Main Reading Room.
- The VT Secretary of State, Vermont Humanities and a panel of local experts (Liz McLoughlin and Hilary Francis among them) unveiled the VT Community Engagement Index at its statewide debut here.
- The Financial Empowerment series with SEVEDS continues, with a program on Fresh Starts to support New Year's resolutions.
- Regular programming of the Science Fiction Reading Club and the Stitchers continue. Independently organized reading clubs (Green Carnation, Great Books and Veterans) supplement BML offerings.
- A broad array of people came together to share songs and community in an after-hours singalong.

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

- Rhyme Time, Legopalooza and Game Board Guild stimulated social development and learning.
- Sing and Dance with Robin brings early literacy skills to preschoolers through music and movement.
- St. Michaels classes visit the library on a regular basis for story presentations and to select books.

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

- Another teen game night drew scores of teens for free, safe fun on a Friday evening.

Recruit, cultivate and retain a diverse, exemplary staff.

- Reviewed dozens of applications, held virtual screenings and interviews and selected Kate Larrabee and Imani Namutebi for the two circulation clerk vacancies. This is the first time we will be fully staffed since September.

Empower and support staff well-being

- All staff participated in the Respectful Workplace sessions provided by the Town.

Provide welcoming and accessible spaces for all members of the community.

Reconfigure current space arrangements to increase meeting and work areas for individuals and small groups.

- Incorporated more small tables on the first floor to accommodate the number of people who spend long periods of time here.

Revamp and improve exterior space for increased accessibility and public usage.

- Progress continues on the major capital project grant, with help from the Planning Department, though continued funding is worrisome.

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.

- Observation of situation table process re: problem (former) patron.
- Participated in One Brattleboro meeting.
- Partnered with Vermont Independent Media and Windham World Affairs Council to conduct introduction and planning session re: America 250, at the American Legion.

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

- Met with staff from SIT to plan orientation for 80+ refugees who are in the area for college prep.
- Increased contact with Groundworks Outreach Team.

Increase awareness of library services, resources, and impact.

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

- Attention to social media posts, have increased awareness of library programs and services.

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

- BML figures prominently in the Town of Brattleboro slide that is shown before movies at the Latchis.
- Relied upon TOB Communications Officer for spiffy graphics and presentation of Annual Report, from BML and trustees.
- America 250 promotion has been supported by promo pieces from TOB Communications Officer.

Year (January)	2025	2024	2023	2022
Circulation	10,187	10,458	9,712	8,164

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 01/31/2025

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	91,545.00	45,671.47	45,873.53
101-50001-201	Staff Salaries	583,773.00	278,032.09	305,740.91
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	3,053.86	1,446.14
101-51003-201	Postage Expense	7,500.00	4,715.50	2,784.50
101-51004-201	Office Supplies	4,000.00	2,371.00	1,629.00
101-51007-201	Computer Supplies	4,000.00	2,713.07	1,286.93
101-51011-201	Reimbursable Expense	3,500.00	3,717.00	(217.00)
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	4,000.00	3,147.45	852.55
101-51031-201	Lost Book Refund Pmt Fees	200.00	231.95	(31.95)
101-51032-201	Book & Non-Print Supplies	6,000.00	2,720.16	3,279.84
101-51034-201	Fuel Expense	10,790.00	3,239.88	7,550.12
101-51035-201	Electric	20,730.00	14,582.40	6,147.60
101-51036-201	Utilities	1,490.00	843.86	646.14
101-51037-201	Building Repairs	20,000.00	4,884.15	15,115.85
101-51038-201	Maintenance Supplies	4,000.00	2,294.41	1,705.59
101-51039-201	Books - General	8,000.00	8,161.20	(161.20)
101-51040-201	Reference Sources	18,000.00	17,900.17	99.83
101-51041-201	Juvenile Books	8,500.00	6,395.73	2,104.27
101-51042-201	Young Adult Sources	3,000.00	1,693.43	1,306.57
101-51043-201	Replacement Books	3,000.00	987.43	2,012.57
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	13,000.00	8,299.43	4,700.57
101-51046-201	Non-Print Materials Adult	6,000.00	5,548.34	451.66
101-51047-201	Non-Print Materials Children	4,500.00	322.10	4,177.90
101-54004-201	Computer Equipment Maint	6,000.00	1,946.00	4,054.00
101-45007-201	Miscellaneous Revenue	(1,000.00)	(55.00)	(945.00)
101-45012-201	Reimbursements Revenue	(3,000.00)	(3,717.00)	717.00
101-45019-201	Library Copier Revenue	(4,500.00)	(4,661.90)	161.90
101-45020-201	Library Fines	0.00	(102.00)	102.00
101-45021-201	Non-Resident Fees	(15,000.00)	(9,678.00)	(5,322.00)
101-45022-201	Replacement Books	(1,500.00)	(1,700.98)	200.98

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 01/31/2025

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10000.00	0.00	10000.00
401-51122-202	BR03 Conferences & Worksh	7495.39	3,105.30	4390.09
401-51137-202	BR04 Contract Srvs Adult	1824.83	0.00	1824.83
401-51127-202	BR05 Books Adults	25891.06	7,396.49	18494.57
401-51139-202	BR06 Juvenile Programs	4498.81	1,521.39	2977.42
401-51129-202	BR07 Reference Sources	7685.56	2,723.38	4962.18
401-51128-202	BR08 Local History Source	5549.43	0.00	5549.43
401-51132-202	BR09 Young Adult Sources	3376.66	0.00	3376.66
401-51135-202	BR10 Non-Print	22373.27	1,000.00	21373.27
401-51134-202	BR11 Periodicals & Newspa	2267.47	886.86	1380.61
401-51124-202	BR12 Trustees Conferences	1912.34	0.00	1912.34
401-51138-202	BR13 Adult Programs	5993.45	1,143.45	4850.00
401-51130-202	BR14 Fine Arts	2404.30	15.88	2388.42
401-51140-202	BR15 Board Approved Proje*	25302.68	4,347.28	20955.40
401-51131-202	BR16 Books Children	5838.98	26.20	5812.78
401-51141-202	BR17 Outreach	11691.73	445.00	11246.73
401-51126-202	BR18 Conservation	1000.00	426.79	573.21
401-51142-202	BR19 Gifts	5093.57	2,616.31	2477.26
401-51143-202	BR20 Projects	32889.84	2,240.48	30649.36
401-51144-202	BR21 Legacy	29360.97	0.00	29360.97
401-51123-202	BR22 Staff Leave	5377.73	5,110.50	267.23
401-51136-202	BR23 Downloadable Media	10000.00	6,837.35	3162.65

* BR15 Board Approved Projects also includes subaccount Fine Arts Auction Revenue, not reflected in these numbers.



Brooks Memorial Library

224 Main Street, Brattleboro, Vermont 05301
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Conflict of Interest Disclosure Form

I acknowledge that I, a Board member, standing committee member or employee of Brooks Memorial Library, have reviewed the Town of Brattleboro and the Brooks Memorial Library "Conflicts of Interest" policies before signing this report.

I hereby disclose information on all associations (all business and charitable organizations), which may involve a possible conflict of interest and will furnish further details upon request.

I do not have any conflicts of interest at this time

Organization	Relationship

I also understand that I am required to disclose any other situation from which a possible conflict of interest might arise in the future and recuse myself from any voting or discussion on such matter.

Print Name: _____ Signature: _____

Date: _____