

Trustees Minutes

January 12, 2016

A regular meeting of the Trustees of the Public Library was held on Tuesday, January 12, 2016 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Moran
Burstein	Jones	Margolis	Rees
Goldman	Livingston	Mehta	Vanderkay

Also present: S. Slymon, Library Director; A. Reed, Assistant Director; H. Sway, Assistant Director of Technology; and C. Wilkins, Collection Development Librarian.

I. Approval of Minutes

M It was moved to accept the minutes of the December 8, 2015 Board meeting. This motion was seconded and passed unanimously.

II. Presentations by C. Wilkins and H. Sway

M C. Wilkins distributed a proposal to the Board to establish a new “umbrella fund” code for the Library’s unrestricted trust funds. A copy of this is on file in the Administrative Office. He explained that under this new structure, instead of expending unrestricted trust funds individually, total expenditures would be tracked in MUNIS through this single umbrella code. Then, on a quarterly basis, these expenditures would be added up and each individual fund would be drawn down by an appropriate percentage. A motion was made to create a new umbrella code for the library’s unrestricted trust funds. This motion was seconded and passed unanimously.

M H. Sway distributed a report on the Library Public Computers. A copy of this is on file in the Administrative Office. A motion was made to close the Brookline Public Libraries on either February 14 and 15 or on February 20 and 21 to remove the current infrastructure and replace it with something better. This motion was seconded and passed unanimously. H. Sway will let the Board know as soon as possible which weekend the libraries will be closed.

III. Library Director’s Report

Circulation: Circulation of library materials decreased 5.83% in December overall compared to last year’s levels.

Vending Machines: The Director reported that the vending machines have not been without problems. They kept breaking right after they were installed, which was disappointing, but we did get quick responses from customer service and then they were virtually empty over Christmas vacation, and despite repeated calls, remained empty. After several days, the delivery man came and explained to us that no one had told him that we had been added to his route. Hopefully, this is now resolved.

Coolidge Corner Renovation: A public meeting will be held on January 23, 2016 from 2:00 to 4:00 p.m. at the Coolidge Corner Branch regarding the renovation. Schwartz/Silver Architects and the Director will present a variety of possibilities for the future of the Coolidge Corner Branch Library. Attendees will have the opportunity to see various imaginings from the architects, as well as possible pricing models for renovations or new construction.

Staffing: D. Brown has returned from medical leave, which means the Technical Services Department is at full staff for the first time since September. Circulation employees R. Blumenthal and N. Chadburn are both still out on medical leave. The Director has four part-time Library Assistant I applicants that she is planning to hire for the Main Library and Coolidge Corner Branch.

Donations: C. Flaherty made a generous donation to the Flaherty Fund for Library Innovation.

Quarterly Professional Development Hour: The meeting in December featured Lan Dennie, Town Occupational Nurse; Dr. Alan Balsam, Director Town Board of Health; Bill McGroarty, Town Veteran's Agent, and a representative from the Commission for Diversity, Inclusion, and Community Relations. The staff found the information valuable, and the Director has received only positive feedback.

Outreach/Conference: The Director was pleased to see so many staff and affiliates including Trustees, Friends and Foundation members attend the ALA Midwinter. She will have a full report for the Board in a separate document later in the week. The Director thanked the Board for co-sponsoring the Volunteer Luncheon which had a great turnout and great food. The Director and C. Flaherty went to Santander Bank to transfer authority on the safety deposit box where valuable library artifacts are stored. Unfortunately this did not happen, as the original paperwork had been completed incorrectly and it grants the Town of Brookline ownership. The Director will be visiting the bank later this month with S. Cirillo, Chief Financial Officer for the Town, to straighten this out.

Social Media: The response to the library's new social media campaign has been terrific. There have been many likes, retweets and followers.

Patriot Act: The library has not been served with any court orders since the last meeting.

IV. Committee Reports

Programming Committee: The Programming Committee met on January 11 and is working on several events including Brookline Reads 2016. K. Livingston updated the Board on the Edith Pearlman award.

V Executive Session

The Board then voted unanimously to enter into executive session for the purpose of discussing the Director's Evaluation. Upon motion duly made and seconded, the vote was unanimous to adjourn from regular session at 8:55 p.m. The meeting reconvened at 9:51.

VI. Adjourn

M There being no further business to come before the meeting, upon motion duly made and seconded, it was unanimous.

Voted: To adjourn at 9:51 p.m.

A true record.

ATTEST

Judith A. Vanderkay

Secretary

February 9, 2016