

Trustees Minutes

July 9, 2013

A regular meeting of the Trustees of the Public Library was held on Tuesday, July 9, 2013 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Jones	Margolis
Burstein	Livingston	Mehta
Healy	Lohe	Uekermann

Also present: C. Flaherty, Town Librarian and A. Reed, Assistant Town Librarian.

I. Presentation by N. Layne

N. Layne, Children's Room Supervisor, made a presentation to the Board, which is on file in the Administrative Office.

II. Approval of Minutes

M A motion accepting the minutes of the June 11, 2013 meeting was seconded and passed unanimously.

III. Town Librarian's Report

Circulation: Circulation of library materials decreased 7.04% in June over last year's levels. For the fiscal year, circulation increased 0.30%.

Financial: A financial report for FY13 dated July 5, 2013 showing an ending balance of \$(-44,052) was distributed to the Board. The Librarian is working with the Deputy Town Administrator about payments for personnel services.

Bequest: The Librarian informed the Board that a \$1,000 bequest has been received from Estelle Katz.

Sperber Gift: The Park Department has landscaped the area and placed the bench received in memory of Edith Sperber outside the Children's Room. The Librarian is pleased with the way it looks. A dedication has been scheduled for September 21, not the September 27 date that was earlier discussed.

M Coolidge Corner Project: The Massachusetts Board of Library Commissioners has announced a grant round for library planning and construction funds. The maximum is \$50,000 for planning grants. Historically, branches were not eligible. After some discussion, it was moved to authorize the Librarian to submit a letter of intent. This motion was seconded and passed unanimously.

Steps to Success: The library will once again participate in the Steps to Success program. This summer there will be four students working at the Main Library.

M Gift Release Form: J. Dopazo Gilbert, Town Counsel has resigned. Acting Town Counsel sent a draft donor release form, which the Librarian is not happy with. It was moved to authorize the Librarian and Vice Chair to revise the document. This motion was seconded and passed with 1 opposed. The Librarian has spoken to the donors of the two paintings by Wendy Sonenson. He has informed them of the Board's vote to accept the paintings, and they seemed comfortable waiting for the form to be approved.

M Trust Funds: The Finance Committee met prior to the Board meeting. The committee submitted the Trust Fund Recommendations for FY 2014 to the Board. It was moved that the sum of \$139,310 be authorized for expenditure as outlined and recommended by the Finance Committee. This motion was seconded and passed unanimously.

Garage Project: The final phase of the repairs to the Town garages has begun. The path that leads from the rear of the Town Hall to the library has been blocked and at present there is no access from the stairway from the garage to the sidewalk in front of the library. Staff and patrons have been walking up the driveway to the library. The project is scheduled to be completed before school opens and access to the front of the building should not be affected.

Main Carpet: Additional work was recently done to improve the appearance of the carpet tiles at the Main Library. The Librarian is still not satisfied with the condition.

M Capital Improvement Program: The CIP is due on September 6. The Librarian will meet with the Budget Committee to discuss the library's needs. It was moved to authorize the Budget Committee to submit the CIP requests prior to the September 6 deadline. This motion was seconded and passed unanimously.

Meeting Dates: The Board has decided, as in years past, to not have a Trustee meeting in August. This motion was seconded and passed unanimously. The October Board meeting has been changed to Wednesday, October 9 due to a conflict with the Dennis Lehane program discussed below. The trip to the Cambridge Public Library is scheduled for August 5.

M Winter Hours: The Winter Hours were distributed to the Board. It was moved to accept the Winter Hours beginning after Labor Day and to deal with the holidays at an upcoming meeting. This motion was seconded and passed unanimously.

Volunteer Luncheon: The Volunteer Luncheon will be held in September.

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

IV. Committee Reports:

Library Services Committee: The Committee will meet on July 18 and will discuss the Meeting Room Policy at the September meeting.

Programming Committee: The Programming Committee is working on an Annual Trustee-sponsored event calendar and hopes to complete it by September. The Committee is also working with BATV for all-town simulcasts of events. "The Fifty Wonders of Korea & Korea Today" will be held on September 14 at 2:00 pm in Hunneman Hall. "An Evening with Dennis Lehane" will be held on October 8 at 7:00 p.m. in Hunneman Hall. Brookline Reads has chosen, "Defending Jacob" by Bill Landay and is in the process of getting many programs together.

Long Range Planning Committee: The Committee should have a report at the September meeting.

Bylaws Committee: G. Jones has joined the Bylaws Committee.

V. 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 9:10 p.m.

A true record.

ATTEST

Secretary