

A regular meeting of the Trustees of the Public Library was held on Tuesday, September 10, 2013 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Uekermann
Burstein (remote)	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	

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

I. Approval of Minutes

M A motion accepting the minutes of the July 9, 2013 meeting was seconded and passed unanimously.

II. Town Librarian's Report

Circulation: Circulation of library materials decreased 2.22% in August over last year's levels. The Librarian reported that this trend is consistent with what other MLN libraries are experiencing. He is in the process of setting up a round table discussion on the subject of circulation trends for October. For the fiscal year, circulation has decreased 0.83%.

Financial: A financial report for FY13 dated September 9, 2013 showing an ending balance of \$32,642 was distributed to the Board. A financial report for FY14 dated September 9, 2013 showing an ending balance of \$2,797,466 was distributed to the Board.

M **Weinstein Fund:** At the June meeting, the following motion was passed. "It was moved to accept donations in excess of \$5,000 to establish an unrestricted fund in honor of David S. Weinstein." Those minutes should be amended as follows: Moved: "To accept donations in excess of \$5,000 to establish a **restricted** fund in honor of David S. Weinstein. Income (defined as earnings, interest, dividends, capital gains and appreciation) from this fund will be used to purchase books and other materials for the Children's Department." This motion was seconded and passed unanimously.

M **Bequest:** In June, the library received a gift of 429 shares of General Electric Company stock in memory of Lee Banash. In keeping with the library's investment policy, the shares were sold and netted \$9,847.70. In keeping with the expressed wishes of the donor, it was moved: "To establish the Lee A. Banash Fund. Income (defined as earnings, interest, dividends, capital gains and appreciation) from this fund will be used to purchase books and other materials for the use of library patrons." This motion was seconded and passed unanimously.

M **Computer Use Policy:** As the result of a number of problems with our public computers, it was moved to approve the following addition to the computer use policy: "Members of the public should never disconnect library-owned computers, their cables, or their components. Signup, reference, express, and catalog computers and the areas surrounding them are reserved for the use of patrons who sign up and wish to use those services; other patrons with their own laptops, tablets, and similar devices should never intrude on the space surrounding those computers or divert components such as video monitors or network connections for their own use, as that disrupts library service and presents a security threat to the Library's entire network." This motion was seconded and passed unanimously.

Brookline Day: The second annual Brookline Day celebration will be held Sunday, September 22, from 11:00 a.m. to 3:00 p.m. Larz Anderson Park. The Librarian and Assistant Librarian will not be able to attend as they will be giving the ICMA a tour of the Main Library. Also, there is no staff available to send to the event. The Chair will ask Board members to volunteer to staff the library's booth. The Librarian has some parking passes for anyone who would like one.

Special Meeting: In order to qualify for the current MBLC grant round, the Board must approve the proposed Long Range Plan prior to October 1, 2013. A draft document was distributed to the Board members in mid-August. The Librarian urged the Board to review the document and to forward any and all questions to C. Axelrod, as soon as possible. The Board will vote to approve the document at a special meeting on September 17, at 7:30.

Sperber Dedication: The Sperber dedication will take place on September 21, 2013 at 4:00 p.m. in the Main Library's Children's Room. All Trustees are encouraged to attend.

M State Grant/CIP: The CIP Data Sheet – Summary of Projects was distributed to the Board. The letter of intent to apply for a planning grant for the Coolidge Corner Branch Library will be submitted next week. If funded, this grant will pay for the development of a written building program, which is a prerequisite for a construction grant. The Librarian strongly believes that this study should be done before the Town spends more than \$1 million in planned repairs to the branch over the next three years. It was moved to request \$50,000 from the Town's CIP budget in order to fund a feasibility/concept study of the current facility. This motion was seconded and passed unanimously.

Building Upgrades: The Building Upgrades planned for FY 14 was distributed to the Board.

Staffing: Applicants are currently being interviewed to permanently fill the Putterham Branch Supervisor position. There are currently two staff members on extended medical leave in the Reference Department, causing significant staffing complications. The Librarian plans to hire at least one part-time Librarian.

Summer Reading: The library's summer reading programs were very successful. 381 children ages 11 and up read more than 1,524 books. 88 adults and 47 teens logged over 1,600 hours of reading.

Watercolors: The donors of the watercolors in honor of Wendy Sorenson have signed the Gift of Deed and are scheduling a photo op with the Chair.

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.

MLTA/MFOL: The joint conference of the Massachusetts Trustees and Friends of Library Associations will be held Saturday, November 2. Entire Library Boards can now join the MLTA with a yearly amount of \$100 covering all Board members, entitling each of them to member rates at the conference; voting privilege at the annual meeting; and email copies of every MLTA newsletter.

Pierce School: The Librarian has been asked to allow the Pierce School to use Hunneman Hall and the Conference Room, while their auditorium is being renovated. The Librarian will work with the Principal of Pierce School and will accommodate them as much as possible.

Board Meeting: The Board agreed to schedule their October Board meeting on Tuesday, October 8.

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

III Committee Reports:

M Library Services Committee: The Committee distributed the Meeting Room Policy. After some discussion, it was moved to have J. Vanderkay make some grammatical corrections and to accept the Meeting Room Policy as an Interim Policy to be revisited in three months. This motion was seconded and passed unanimously.

Programming Committee: The Programming Committee is finalizing the Annual Trustee-sponsored event calendar. Many programs have been planned. Check the library's website for all scheduled events.

IV. Old/New Business

Succession Planning: The Board agreed to begin planning for how it will go about planning for the replacement of key personnel.

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 9:15 p.m.

A true record.

ATTEST

Secretary