

A regular meeting of the Trustees of the Public Library was held on Tuesday, October 8, 2013 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Rees
Burstein	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	

Also present: C. Flaherty, Town Librarian.

I. Approval of Minutes

M A motion accepting the minutes of the September 10, 2013 meeting was seconded and passed unanimously. A motion accepting the minutes of the special meeting on September 17, 2013 was seconded and passed unanimously.

II. Presentations

M. Wofsey, Technical Services Supervisor, made a presentation to the Board regarding his plans to upgrade the library’s website, which is on file in the Administrative Office.

M. Goff, Assistant Town Administrator, made a presentation to the Board on the potential to install solar photovoltaic (PV) panels on the roof of the Main Library. Once the plan is presented to the Selectmen, and if it is accepted, the Board will be asked to endorse this project.

II. Town Librarian’s Report

Circulation: Circulation of library materials decreased 0.18% in September over last year’s levels. For the fiscal year, circulation has decreased 0.63%.

Financial: A financial report for FY14 dated October 4, 2013 showing an ending balance of \$2,661,047 was distributed to the Board.

Holiday Party: The Holiday Party will be held on January 10, 2014. G. Jones, J. Vanderkay, P. Mehta and R. Healy have agreed to be on the committee.

Brookline Day: The Librarian thanked all those who volunteered and helped make the library an important part of this year’s Brookline Day celebration.

Long Range Plan: The Librarian submitted the Long Range Plan to the Mass Board of Library Commissioners prior to the October 1 deadline. Copies were distributed to the Board.

Sperber Dedication: More than 40 people attended the dedication of the bench in honor of Edith Sperber. The Librarian was very pleased with the way the program went.

M State Grant/CIP: The letter of intent to apply for a planning grant for the Coolidge Corner Branch Library was submitted prior to the deadline. The Librarian attended a required all day MBLC workshop on September 24. The application is due in January.

Staffing: The Librarian was pleased to report that he has received a verbal acceptance to the offer he made to Kelly Unsworth for the Putterham Branch Supervisor’s position. If all goes well, she will start on November 4. Applications are now being accepted for Catelyn Johnson’s position, who has accepted the position of Assistant Director at the Winthrop Public Library. The Librarian is also about to hire one or two part-time Librarians for the Reference Department. The pay study for professional staff has

resulted in some positions receiving an upgrade in salary. Human Resources has reviewed and approved these increases.

Watercolors: The Chair and Librarian met with the donors of the Wendy Sonenson watercolors for a photo. The paintings will be placed in the lobby next week, and the McKnight watercolors will be moved to the preservation vault.

M Budget: The library's FY 2015 budget request is due later in October. The only significant increase the Librarian anticipates, at this time, is the request for a new full-time position to coordinate public relations and development activities, which appears in the long range plan. There will be a number of minor adjustments to be requested in operations. A motion was then moved to authorize the Finance Committee to finalize the budget prior to the deadline. This motion was seconded and passed unanimously.

Grievance: The Librarian has denied the grievance of a staff member who was not offered the Putterham Branch Librarian position. If the employee decides to take it to the next step, a special meeting may be required later this month.

ICMA Conference: The Librarian and Assistant Librarian hosted a tour for attendees of the International City/County Management Association Conference.

Indecent Exposure: A suspect has been arrested and is being held in connection with the September 21 and 26 indecent exposure incidents at the Coolidge Corner Branch.

M Coolidge Corner Façade: C. Axelrod distributed a final pdf of the banners for the Coolidge Corner Branch. It was moved to authorize up to \$12,000 for the design, fabrication and installation of the banners for the Coolidge Corner Branch Library. This motion was seconded and passed unanimously.

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

III Committee Reports:

Treasurer's Report: The Treasurer distributed a financial report for FY 2013 to the Board.

Programming Committee: An Evening with Dennis Lehane held last night was a huge success. The Chair thanked the committee and A. Reed for their hard work.

IV. 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 9:40 p.m.

A true record.

ATTEST

Secretary