

A regular meeting of the Trustees of the Public Library was held on Tuesday, January 14, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Jones	Mehta
Burstein	Livingston	Rees
Healy	Margolis	Vanderkay

Also present: C. Flaherty, Town Librarian.

The Board had its picture taken for the Annual Report.

I. Approval of Minutes

M Due to a clerical error, there was no Board meeting held in December. It was moved to accept the minutes of the November 12, 2013 Board meeting. This motion was seconded and passed unanimously.

II. Town Librarian's Report

Circulation: Circulation of library materials decreased 6.47% in November over last year's levels and 4.50% in December over last year's levels. For the fiscal year, circulation has decreased 2.45%. This trend is similar to what the vast majority of MLN libraries are experiencing.

Financial: A financial report for FY14 dated January 10, 2014 showing an ending balance of \$2,081,958 was distributed to the Board.

Solar Grant: The library portion of the grant is delayed until next fiscal year. Before this can move forward, a significant portion of the roof at the Main Library will need to be replaced in the spring.

M **Bequests:** On October 11, 2013 a check was received in the amount of \$131,854.57 from the estate of Carol Hayward. It was then moved to establish an unrestricted fund in her name. The Librarian hopes to use this fund for items such as furniture. This motion was seconded and passed unanimously. A bequest of \$19,391.23 has been received from the Tucker Family Trust. In keeping with the terms of the gift, the monies must be used to purchase audio-books, in various formats, but there is no requirement that the fund be kept in perpetuity. Given the tremendous growth in usage of both downloadable items, and the need to build that collection, the Librarian suggests that these funds be spent over the next two to three years. It was moved to establish the Tucker Family Trust and to spend that fund over the next two to three years. This motion was seconded and passed unanimously.

Staffing: There have has been an unusually high number of staff, who for one reason or another, have been out on extended sick leave. This has been particularly challenging in the Reference Department, where at one time, three of the ten staff members were out. The most recent casualty is Anne Reed, who had surgery on her foot on December 2 and is expected to be out for 8 weeks. Eileen Gallagher has been hired as a Library Assistant II at Putterham.

M **Tee Off:** The library has sponsored indoor mini-golf for the last three years. Attendance of teens has dropped the last two years and both Robin Brenner and the Recreation Department staff feel the novelty has worn off for teens. Attendance has been great for families on Sunday morning, but doing all of the work necessary for one event doesn't seem worth the effort. After some discussion, it was moved to authorize the committee to serve beer/wine for those adults 21+ on a Saturday night and to host families on a Sunday morning. A small fee will be charged. This event could be sponsored by the Foundation or the Board. This motion was seconded and passed unanimously.

M Emergency Preparedness Plan: For the past several months, Anne Reed has chaired a committee that developed an Emergency Preparedness Plan. It was moved to accept the Emergency Preparedness Plan. This motion was seconded and passed unanimously.

Garage Update: Repairs have been made to stop the leaks. The Librarian is not convinced the problem has been solved.

State Grant: The Librarian discovered, last month, that the state grant program requires authorization to apply from Town Meeting, not the Board of Selectmen, which was the case in the last grant round. He has discussed this with the Chair, and he does not think it is wise to ask for a Special Town meeting to deal with just one article but plans to request funds through the CIP, to be used to complete the building program, which should be the first step in a building project. He has been told to expect another round of funding from the state.

Putterham: The Director of Parks and Open Space has informed the Librarian that her department will not be able to move forward with plans for a full redesign of the grounds surrounding the Putterham Branch Library this spring. She is planning to replace the decayed railroad ties and refurbish the area as close to its original design as possible. The Jeremy Kindall sculpture has been delayed and will hopefully begin in the spring.

M Coolidge Corner: Two long abandoned public restrooms are in the process of being upgraded by the Building Department. Due to unforeseen expenses, the Board may be asked to allocate some funds towards the project, if we want this project to be completed before July 1. The Librarian hopes to be able to move forward with replacement of the Children's Room furnishings, shelving and carpet before then as well. The Librarian will meeting with the Board's Building Committee at Coolidge Corner before next month's meeting. It was then moved to authorize Flagraphics to fabricate the banners for the Coolidge Corner Branch. This motion was seconded and passed unanimously.

M Midwinter Mingle: The Midwinter Mingle will be held at the Main Library on February 9. It was moved to close the Main Library on February 9 for the Winter Mingle. This motion was seconded and passed unanimously.

M Succession Planning: The following documents were distributed to the Board: Director's Job Description, Library Director Important Qualities, Screening Committee Charge, Screening Committee Composition and Frequency of Meetings and Succession Timeline. A motion was made to accept all five succession planning documents. This motion was seconded and passed unanimously.

Trustee Vacancy: The Chair has received a resignation letter from K. Uekermann. There will be a report on how the Board will move forward at next month's meeting.

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

III Committee Reports

Programming Committee: The Programming Committee has numerous upcoming programs. Please go to the library's website at www.brooklinelibrary.org for a full list.

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 9:30 p.m.

A true record.

ATTEST

Secretary