

Trustees Minutes

February 11, 2014

A regular meeting of the Trustees of the Public Library was held on Tuesday, February 11, 2014 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 and A. Reed, Assistant Town Librarian.

I. Approval of Minutes

M It was moved to accept the minutes of the January 14, 2014 Board meeting. This motion was seconded and passed unanimously. A. Reed has returned back to work following her surgery.

II. Town Librarian's Report

Circulation: Circulation of library materials decreased 10.01% in January over last year's levels. For the fiscal year, circulation has decreased 3.59%.

Financial: A financial report for FY14 dated February 11, 2014 showing an ending balance of \$1,301,409 was distributed to the Board.

M Coolidge Corner: Work continues on the two long abandoned public restrooms by the Building Department. The Librarian met with the Board's Building Committee at the Coolidge Corner Branch and it was agreed that in order to move forward with replacement of the Children's Room furnishings, shelving, carpeting, painting, electrical work, as well as the packing of materials, additional funds will be needed. The Librarian reported on a number of donations received in the last year and how some of those funds could be used. The Foundation has agreed to give \$60,000 towards this project. A letter will be sent to the Foundation thanking them for this support. It was then moved to authorize up to \$75,000 from trust funds for this project. This motion was seconded and passed unanimously.

M Buildings: A motion was made to authorize up to \$36,000 from trust funds for the replacement of the chairs in Hunneman Hall. This motion was seconded and passed unanimously. It was then moved to authorize up to \$13,000 from trust funds to replace public computer chairs at all three branches. This motion was seconded and passed unanimously.

M Succession Planning: Three people attended the public hearing on January 30 to review the proposed plans for hiring the new Director. The Chair reported on the comments that she has received. It was then moved to approve the Screening Committee Composition, Screening Committee Charge, and Timeline (copies attached to the minutes). This motion was seconded and passed unanimously. The Chair then discussed the appointment of the Screening Committee. Trustees, J. Margolis and P. Mehta will join the Screening Committee along with C. Caro, Friends of the Brookline Public Library; L. Carlisle, Brookline Library Foundation; and N. Chamblin-Foster, Director of Steps to Success. The Chair is also hoping to have a staff member, a local Library Director, a Selectperson and a member of Human Resources join the Committee.

Midwinter Mingle: The Midwinter Mingle held at the Main Library on February 9 attracted approximately 300 people and the feedback was very positive. The Chair will send the Mingle Committee a thank you letter for their hard work.

Automated Materials Handling: The Librarian has received a quote for an automated materials handling unit for the Coolidge Corner Branch. There is almost enough money to pay for it remaining in the original CIP allocation for RFID. This unit would sort books and other returned items into 6 bins and would be located in the small room directly behind the circulation desk. While the Librarian feels that this could be a significant help to productivity, he is concerned that there may not be enough time to allow for the public procurement, installation, and testing before the end of June. He will explore these issues more over the next few weeks and keep the Board informed.

Vacancy: Interviews for the vacant Reference Librarian's position are finished and the Librarian hopes to make an appointment soon.

Grievance: The grievance over the filling of the Putterham Branch Librarian's position has been scheduled to go to arbitration.

Government Documents: The Librarian met with C. Batts, Supervisor of Reference & Collection Development and P. Consodine, Government Documents Librarian in regards to removing Brookline from the Federal Depository Library Program. The Librarian reported that circulation in this category is low and the collection takes up a lot of space. He also stated that the vast majority of this collection can be found online. The Librarian will have additional information on this subject at next month's meeting.

Joint Convention: The Board will meet in a Joint Convention with the Selectmen on February 25 at 8:00 p.m. on the replacement of the Board vacancy.

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.

Arts & Exhibits Committee: J. Rees reported on a discussion with the organization, Studios Without Walls. There were many questions so the subject was tabled to a future meeting.

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 9:25 p.m.

A true record.

ATTEST

Judith A. Vanderkay
Secretary