

A regular meeting of the Trustees of the Public Library was held on Tuesday, March 11, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Margolis
Burstein	Jones	Mehta
Goldman	Livingston	Moran

Also present: C. Flaherty, Town Librarian and A. Reed, Assistant Town Librarian. M Moran was welcomed to the Board.

**I. Approval of Minutes**

**M** It was moved to accept the minutes of the February 11, 2014 Board meeting. This motion was seconded and passed unanimously.

**II. Library Director's Report**

**Circulation:** Circulation of library materials decreased 9.30% in February over last year's levels. For the fiscal year, circulation has decreased 4.27%.

**Financial:** A financial report for FY14 dated March 10, 2014 showing an ending balance of \$935,386 was distributed to the Board. Energy usage and costs have been higher than expected and a transfer of monies may be expected.

**Coolidge Corner:** Staff has picked colors for the paint and carpeting. Work continues on renovating the two previously abandoned rest rooms. A tentative schedule has been developed for the work in the Children's Room. There are five contractors involved, and everything depends on the timely delivery of the carpet and shelving. If all goes well, work will begin on Patriot's Day, April 21 and be completed Saturday, April 26. During that time, access to the current space will not be possible, but access to a very small children's collection will be provided during this time. Most of the books from the Children's Room will be crated, and stored in the central garden area, not available for loan. The Director of the BEEP Program has indicated that she will take most of the furniture. The banners have been ordered.

**Automated Materials Handling:** The Librarian took 4 staff members to the Worcester Public Library to see its automated materials unit in operation. Staff were impressed with the operation. 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. The Director will further investigate the logistics to determine if it is possible.

**Vacancies:** After more than 12 years, Erin Williams-Hart will be leaving later this month to accept the position of Friends/Trustee Information Specialist with the Board of Library Commissioners. Erin will be missed, but this is a great career move for her. B. Bloomenthal will be moving over to Main to fill the Librarian I position. In addition, after more than 41 years, Cindy Battis has decided to retire. The Director stated that Cindy has been a major contributor to the progress the library has made during his tenure. The Director will move immediately to fill both positions but will only fill Cindy's position on an interim basis.

**Emergency Preparedness Plan:** Most staff attended a training session presented by the Police and Health Departments to accompany the manual that was voted on by the Board.

**Summer Hours:** Summer hours will be voted on at next month's meeting.

**Investment Committee:** The Investment Committee has requested some changes be made to the Investment Policy. This will be discussed at next month's meeting.

**Override Study Committee:** The Override Study Committee will be meeting tomorrow morning to discuss a curtailment in library hours, possible increase to fines and meeting room fees and the closing of the Putterham Branch. As the Director will be leaving for PLA tomorrow morning, the Assistant Director will attend the meeting. The Director will report back to the Board at next month's meeting.

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

**Our Marathon:** On March 29<sup>th</sup> and 30<sup>th</sup>, the library will host an event entitled, "Our Marathon: The Boston Bombing Digital Archive", a project to record residents reactions to last year's bombing.

### III Committee Reports

**Programming Committee:** The Programming Committee has numerous upcoming programs. Please go to the library's website at [www.brooklinelibrary.org](http://www.brooklinelibrary.org) for a full list.

**Succession Planning:** The Chair reviewed the plan of the recruitment and filling of the position of Library Director. The schedule is posted on the library's website.

### 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 9:35 p.m.

A true record.

ATTEST

Judith A. Vanderkay  
Secretary