

Trustees Minutes

April 8, 2014

A regular meeting of the Trustees of the Public Library was held on Tuesday, April 8, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Margolis
Burstein	Jones	Moran
Goldman	Lohe	Rees

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 March 11, 2014 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

Circulation: Circulation of library materials decreased 4.40% in March over last year's levels. For the fiscal year, circulation has decreased 4.28%.

M **Financial:** A financial report for FY14 dated April 4, 2014 showing an ending balance of \$758,962 was distributed to the Board. As a transfer is needed due to energy usage and costs being higher than expected, it was moved to authorize the Director to transfer monies as needed, with the understanding that the book line item, remain intact. This motion was seconded and passed unanimously.

Coolidge Corner: The renovation of the two previously abandoned rest rooms is almost complete. The carpet for the Children's Room has been received by the installer and the shelving is scheduled to be delivered on April 24. The current schedule calls for the books and old furniture to be moved on Patriot's Day, April 21. On Tuesday and Wednesday, the old carpet will be removed and the new installed. The shelving will be installed on Thursday and Friday, and the books and other materials re-shelved on Saturday, April 26. Painters and electricians will be dodging the other contractors most days. Until completed, access to the current space and most of the children's collection will not be possible, but a very small children's collection will be provided. Most of the books from the Children's Room will be crated, and stored in the central garden area, not available for loan. The new furniture will not be installed until the following week, but hopefully the room can be opened to the public on Saturday afternoon.

Putterham Grounds: The Director will be meeting with E. Gallantine regarding the grounds surrounding the Putterham Branch. A report will be given at next month's meeting.

M **Investment Policy:** The Investment Committee has recommended a change to the Library's Investment Goals and Policies document, which was distributed to the Board, to better reflect current practices. A motion was made to amend paragraph 6b, by adding a line IV, which reads "0-10 % alternative investments". Alternative investments would include investments such as real estate investment trusts and commodities, which have become a standard portion of most portfolios. This motion was seconded and passed unanimously.

Automated Materials Handling: On March 11, the Director visited the Worcester Public Library with a group of Coolidge Corner staff members to see its automated materials handling unit in operation. While the group was impressed, a number of questions have been raised as to how such a device could most effectively be incorporated into the workspace at the branch. The Director remains convinced that an AMH device would be a significant improvement to the operation. Discussions will continue over the next several weeks.

Vacancies: Gina Wise has been appointed to fill the Librarian I position vacated by Erin Williams-Hart. The Director has split the position of Reference and Collection Development Supervisor, Librarian IV, into two Librarian III positions. Both positions have been posted as six month temporary appointments. The Director believes that this approach will allow the new Director to move forward with a team of his or her choosing.

Grievance: The Director has been informed that the grievance over the filling of the Putterham Branch Librarian's position has been dropped.

Government Documents: The Director and Assistant Director met with members of the Boston Public Library to discuss the library's participation in the Federal Deposit Library Program. The Director, Assistant Director and Reference staff is convinced that changes to our current level of participation are needed. Over the next several months, we will cut back on the number of items received in paper and rely primarily on electronic resources.

M Summer Hours: Summer hours were distributed. The Director recommends that the Coolidge Corner Branch again be opened on Sundays this summer, with the exception of the Sunday of Labor Day weekend. It was moved and seconded to accept the summer hours. This motion passed unanimously.

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

III Committee Reports

Programming Committee: This year's Brookline Reads program concluded on March 12 with 175 people attending a presentation by William Landay. Some of the smaller Brookline Read events were not as well attended. The Committee is looking for feedback for next year's program. It was suggested that maybe next year's program involve a "theme" to include a wider range audience.

Nominations Committee: M. Burstein asked for volunteers to be on this year's Nominations ad hoc Committee. V. Goldman and C. Lohe have agreed to be on the committee.

Succession Planning: The advertisement and postings for the position of Library Director were sent out on March 12. The application deadline has been extended to April 14. Thus far, fifteen resumes have been received. The Selection Committee will be meeting on April 16.

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