

## Trustees Minutes

June 10, 2014

A regular meeting of the Trustees of the Public Library was held on Tuesday, June 10, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Moran
Burstein	Jones	Margolis	Rees
Goldman	Livingston	Mehta	

Also present: C. Flaherty, Library Director and A. Reed, Assistant Library Director.

### **I. Approval of Minutes**

**M** It was moved to accept the minutes of the May 13, 2014 Board meeting. This motion was seconded and passed unanimously. A motion to accept the minutes of the Special Meeting held on May 21, 2014 was seconded and passed unanimously.

### **II. New Director**

**M** Sara Slymon was selected as the new Director. S. Slymon will work with C. Flaherty for five days starting on June 19, will then head to the ALA Conference, and return to work on July 2. It was moved and seconded to re-ratify the contract agreement with S. Slymon, to also grant her five more vacation days in her first year of employment and to approve town expenditures to send her to the ALA annual conference in her capacity as the Library Director of the Public Library of Brookline. These motions passed.

### **III. Library Director's Report**

**Circulation:** Circulation of library materials decreased 5.71% in May over last year's levels. For the fiscal year, circulation has decreased 4.94%.

**M** **Financial:** A financial report for FY14 dated June 10, 2014 showing an ending balance of \$170,216 was distributed to the Board. It was moved to authorize the Director to transfer funds between any and all accounts in order to properly close out the FY14 budget. This motion was seconded and passed unanimously.

**M** **Bond:** C. Flaherty distributed a document to the Board, in order to obtain a bond for the new Treasurer. The Board then moved to designate State Street Global Advisors and Peoples Bank as "Designated Depositories". This motion was seconded and passed unanimously. The Chair and Secretary will sign this document.

**Requests for Purchase:** C. Flaherty informed the Board of a recent clarification to the Collection Development Policy in regards to requests for purchase. Requests for purchase for books, DVDs and other materials that have a publication or release date within 3 months will be accepted. By trying to accommodate requests made sometimes years in advance of publication, many difficulties that staff has encountered will now be avoided.

**Sperber Bench:** The Park Department has removed the bench, and is working on a plan to secure it in place. Hopefully, it will be back before the end of the month.

**Main Roof Replacement:** This is the first, and potentially most disruptive, of the three projects being done at the Main Library this summer. Work is now scheduled to begin on June 16. Further discussions with the contractor has resulted in some changes, that will hopefully, limit the difficulties patrons and vehicles will have in the front of the building.

**Main Rear Driveway:** The contract is scheduled to be awarded to Patriot Restoration on June 10. As the Board is aware, the project involves excavating the entire driveway and waterproofing the garage that lies underneath. Actual digging cannot start until school ends June 25, and the project will hopefully be done before school re-opens. The biggest challenge will be maintaining clear access to the loading dock. A plywood ramp will be constructed to allow deliveries to get to the loading dock.

**Hunneman Hall:** The wood floor in Hunneman Hall will be sanded and refinished between July 11 and 22 with Town monies. All is being done to minimize the odor and the plan is to remain open for normal hours during the project.

**Main Noise Complaints:** Several complaints have been received from users of the three enclosed study rooms at the Main Library. More and more patrons are using these rooms for tutoring or to Skype, and patrons in the next room complain. C. Flaherty has discussed a few ideas with a contractor and will, hopefully, try one of them before the end of this month.

**M Putterham:** Work is well underway on the landscape improvements at the Putterham Branch Library. Jeremy Kindall has informed C. Flaherty that his “Storyville” sculpture is in place, and final touches will be completed very soon. A reception will be held on Saturday, June 21, from 12:00-2:00. It was moved to authorize the Chair to approve final wording for a small dedication plaque. This motion was seconded and passed unanimously.

**Coolidge Corner:** New signage is the one remaining piece of the project to upgrade the Children’s Room. C. Flaherty will work with the branch staff to get this started, but it will not be finished before July 1. Recently, there have been several complaints regarding noise emanating from the Children’s Room. Adult users in other parts of the building feel staff allow children to make too much noise. Parents and care givers complain when staff requests their help in controlling noise. C. Flaherty will meet with staff and consultants from the Massachusetts Library System on June 9 to discuss this problem and develop a plan to address it. The new banners in front of the building were mounted on June 3, and look great. Staff will keep a close eye on the banners and report any concerns.

**Vacancies:** As reported last month, instead of filling the vacant Reference and Collection Development position at the Librarian IV level, C. Flaherty has split the responsibilities in two and promoted Anne Clark to be Reference Supervisor and Colin Wilkins to be Collection Development Librarian. Both of these appointments are temporary, six month, positions. S. Slymon will have to make a decision before submitting the FY 2015 budget request on whether to make these changes permanent, or revert to the Librarian IV model. The Reference Department continues to operate with two vacant positions. One is the Librarian IV position cited above and the other that of long time employee P. Consodine, who is hospitalized with a prolonged illness.

**M Staff Development:** After some discussion, it was suggested that the Board allocate monies in which the Director could use towards consulting fees for staff development. It was moved to authorize up to \$1,000 from unrestricted trust funds for this purpose. This motion was seconded and passed unanimously

**M Romanow Fund:** C. Flaherty distributed documentation pertaining to this year’s Romanow Fund. The Finance Committee recommends allocating \$2,250 from the fund to the three employees who applied this year. It was moved to approve the Finance Committee’s recommendation. This motion was seconded and passed unanimously.

**M FY'14 Trust Fund Recommendations:** The FY'14 Trust Fund Recommendations were distributed. The Finance Committee recommends that the Board set 3.5% as the payout target for FY 2015, and that \$130,175 be authorized, at this time, as outlined in the document. C. Flaherty put these recommendations forward so that staff can plan for the start of the new fiscal year. Once S. Slymon has had time to familiarize herself with the financial needs moving forward, the Board should expect her to make recommendations to add to and/or modify these allocations. It was moved to accept the Finance Committee's recommendations at this time. This motion was seconded and passed unanimously.

**Network Delivery:** As some of the Board may know, for many years C. Flaherty has been responsible for hiring and supervising a group of work-study students and volunteers who unpack and sort the delivery each day and then check in the materials. This also includes preparing all reserved items and shelving them for pick up. C. Flaherty has a plan in place that will handle this until September, by which time S. Slymon will be able to determine how best to handle these tasks on a permanent basis.

**Friends Book sale:** C. Flaherty has urged the Friends to be more selective in what they keep for their book sale, in order to clear out the corridors outside their storage room on the upper level of the Main Library.

**BLMA:** C. Flaherty has authorized the placement of a link on the Brookline Library Music Association portion of the library's web page to allow patrons to make donations to BLMA. BLMA was founded by, and operates under, the auspices of the Library Board, so this action does not violate the library's policy against solicitation.

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

**Finale:** Chuck completed his final Director's Report at 8:51 p.m. at which point he received a round of applause from the Trustees.

#### **IV. Committee Reports**

**Programming/Exhibits/Brookline Reads Committee:** The Programming Committee reported that G. Wise and the Staff Programming Committee will be representing the library at the Farmer's Market Outreach on July 17 from 1:00 p.m. to 7:00 p.m. Please let the committee know if you would be willing to volunteer. The Exhibits Committee will report next month.

**M Finance Committee:** The Finance Committee recommended that the Board transfer \$8,350 from unrestricted trust funds to the Romanow Fund to bring the fund balance above the \$50,000 threshold. It was moved to accept the Finance Committee's recommendation. This motion was seconded and passed unanimously.

#### **V. Old/New Business**

**a. Committee Assignments:** Preliminary Committee Assignments were distributed.

**b. Bylaw Revisions:** The following bylaw revision was distributed and will be voted on at the July meeting.

Proposed revision: Add to the bylaws just before the second-to-last paragraph under Committees:

The Public Relations and Community Outreach Committee will work to publicize library programs and services to the community making an effort to include the diverse communities throughout Brookline.

**M** **Farewell:** The Board thanked Chuck for everything he has done in the last 21 years and many farewell celebrations have been planned within the next several weeks.

**VI. 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 9:59 p.m.

A true record.

ATTEST

---

Secretary