

A regular meeting of the Trustees of the Public Library was held on Tuesday, September 9, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Moran
Burstein	Jones	Margolis	Rees
Goldman	Livingston	Mehta	Vanderkay

Also present: S. Slymon, Library Director and A. Reed, Assistant Library Director.

I. Approval of Minutes

M It was moved to accept the minutes of the August 12, 2014 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

Circulation: Circulation of library materials decreased 8.86% in August over last year's levels. The Assistant Director distributed Circulation by IType reports dated August 2014. The Director distributed articles about national circulation trends. M. Moran distributed a Methodology spreadsheet broken down by type of media and library branch. A Computer Group Summary created by M. Wofsey was also distributed.

Financial: A financial report for FY15 dated September 8, 2014 showing an ending balance of \$2,733,737 was distributed to the Board. The Treasurer distributed the Financial Report from July 2, 2013 – July 30, 2014. The Treasurer will try to accommodate requests from P. Mehta and J. Margolis in regards to back-to-back yearly comparisons and Capital Dividend Gains from State Street being included in future reports.

M November meeting: As the library will be closed on Tuesday, November 11, 2014 for Veterans Day, it was moved to hold the Trustees Board meeting on Wednesday, November 12, 2014 at 7:30 p.m. This motion was seconded and passed unanimously.

Staff Meetings: The Director has scheduled the quarterly Professional Development meetings for October 2, 2014; December 18, 2014; March 19, 2015 and June 18, 2015. The late openings will be publicized through all available channels. Human Resources has stated that staff members who attend and are not regularly scheduled to work will need to be paid. The Director thanked the Board for their generous approval of the one hour delay in opening to accommodate these meetings.

Staffing: Interviews to fill Priscilla Consodine's position will begin this week. The Director will also be hiring two part-time Library Assistants to ameliorate the attrition at Putterham, as well as a Library Assistant III for the Children's Room at Main, several pages and a monitor at Coolidge Corner. M. Malone has been temporarily promoted to Senior Building Custodian. The Deputy Town Administrator also authorized a temporary hire of a full-time custodian to help out.

Holiday Party: After some discussion, the Director was authorized to poll the staff to ask them if they would like a Holiday Party this year, and if so, whether to have it in December or January and for their suggestions/ideas to make it a successful event. J. Vanderkay, R. Healy and K. Livingston have volunteered to help. The Director will report back to the Board next month.

Brookline Day: Brookline Day will be held this Sunday at Larz Anderson Park. The Director asked the Trustees to let her know if they would be willing to volunteer.

Coolidge Corner Acoustics: The Director will meet with the Director of Public Buildings on Wednesday, September 10, in search of a solution to the acoustics problem at Coolidge Corner. Although the Director reported that this would have already been started, C. Simmons asked for a delay due to the schools reopening.

Main Library: Although the Director reported last month that the roof project was finished, when she went to investigate the work herself, it turns out that she was misinformed. The Pierce School roof project was behind schedule, so the contractors stopped work on the library's roof to complete the Pierce roof before school restarted. The roofs are basically complete except for the edge metal, which should be completed by the end of September. The driveway/parking garage sealing project, however, is complete.

Delivery: The Director is in final negotiations with the statewide delivery system Optima to add Coolidge Corner and Putterham to their delivery routes. Hopefully, a contract will be signed by mid-September. Working with Optima will cost approximately \$1,000 more than working with New England States Transport, but will save staff countless hours of labor and mileage.

Friends/Better World Books: The Director has partnered with the Friends to develop a relationship with Better World Books. As a result, all unwanted donations and discards will be shipped to them, at their expense. BWB will then sell or donate the items to communities in need around the world. The Friends will receive a check for 15% of the net proceeds, and a charity of their choosing will receive 2% of the net proceeds.

Town: The Director has completed and submitted the Repair & Maintenance Budget to the Director of Public Buildings and updated the Capital Improvement Plan and submitted it to the Deputy Town Administrator. The Director will begin working on the annual budget next week.

Café: KooKoo's has been reminded about Freedom Day on September 11, and staff is hoping it will be a tremendous success.

Website: The Director will meet with the Chair and M. Wofsey this Wednesday to discuss how to proceed with the website redesign.

Sperber Gift: The Director submitted the Securities Transfer Instructions to Dr. Sperber's financial advisor, and the gift of \$25,000 is in the process of being finalized.

Mass. Library Association: The Director is pleased to report that she has been invited to speak at a session at this year's Massachusetts Library Association Annual Conference. The session is called: "Challenges in Urban Public Libraries and Solutions."

MBLC Trustees Orientation: The Board was reminded that Brookline is proud to host an MBLC Library Trustee Orientation on November 13, 2014 at 6:30 p.m. in Hunneman Hall. The Director will attend, and would welcome any and all Trustees interested in meeting colleagues from other libraries and brushing up on anything new in the Trustee world. Those wishing to attend can register at: <http://www.eventkeeper.com/code/events.cfm?curOrg=MLS#3722076>

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

III. Committee Reports

M Library Café Ad-Hoc Committee: The Committee met on August 20. Unfortunately, the proprietor could not attend. Craig Bolon, a member of the public, and D-M. Goldstein, a Town Meeting Member from Precinct 8, also attended. The Committee discussed the café and the proprietor's recent requests to

the Board of Trustees. The Committee reviewed the agreement with the café from 2010. The Committee voted to recommend to the Board that they would like to find ways to support KooKoo's Café in continuing to serve the patrons of the library, other than through the use of Trust Funds or other public funds. After a lengthy discussion, the Board decided not to make a decision at this time and that it would like the Café Committee to schedule a meeting with the proprietor before next month's Board meeting. It was moved to table this discussion until next month's meeting. This motion was seconded and passed with 8 in favor and 2 opposed. The Chair of the Board of Library Trustees then distributed an article in the Brookline Beacon regarding the café meeting.

Library Services Committee: The Committee met on September 3 and discussed volunteer assistance to committees from members of the community and the override recommendations as they relate to the library.

M Programming/Brookline Reads Committee: The Committee met. It was moved to authorize \$6,000 from trust funds for expenses to be incurred by the Staff Programming Committee. Disbursements of funds will be at the discretion of the Director/Assistant Director and will not require additional approval from the Trustees. In addition, the Staff Programming Committee would be responsible for handling routine programming requests from the public. The Trustee Programming Committee will be responsible for selected events of their choice including, but not limited to, Brookline Reads. The Assistant Director will serve as liaison to ensure good communication, provide regular updates and see that efforts are not being duplicated. This motion was seconded and passed unanimously.

Ad-Hoc Coolidge Corner Planning Committee: The Director met with the Director of Public Buildings on August 13 and learned that as part of the submission for the annual Capital Improvement Plan (CIP) to the Deputy Town Administrator that he needs to know whether the Board will be expending the \$500,000 for Coolidge Corner or rolling it into next year. The Ad-Hoc Coolidge Corner Planning Committee met on August 20. L. Carlisle, Chair of the Brookline Library Foundation and D-M. Goldstein, a Town Meeting Member from Precinct 8, also attended. The Committee discussed the funds for the repair work at the Coolidge Corner Branch in the CIP for FY'15. The Committee voted to instruct the Director to use all of the funds to make the necessary repairs as laid out in the CIP for FY'15.

IV. Old/New Business

Brookline Override Committee: The Chair distributed the Override Study Committee Report.

Ad-Hoc Performance Review Committee: The Committee met on August 28, 2014. The Chair distributed a draft of the Director's Performance Appraisal from the Committee. The Chair will share this document with Town Counsel and report back to the Board.

V. 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 9:45 p.m.

A true record.

ATTEST

Secretary