

Trustees Minutes

November 12, 2014

A regular meeting of the Trustees of the Public Library was held on Wednesday, November 12, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Moran
Burstein	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	

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

I. Approval of Minutes

M It was moved to accept the minutes of the October 14, 2014 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

M **Book Budget:** The Director asked Collection Development Head Colin Wilkins to attend the meeting to explain a one-time oddity in the annual book budget. Minuteman voted to double member libraries' contributions to OverDrive in order to minimize what had become vast waiting lists for ebooks. This was done, but has not been budgeted for in the Brookline budget. C. Wilkins distributed a report, "The Case for Additional OverDrive Advantage Funding." It was moved to increase the previously approved annual allocation of 2.5% to a total of 3.5% from unrestricted trust funds for the library's OverDrive Advantage Account, and other materials expenditures. This motion was seconded and passed with 8 in favor and 1 opposed.

Circulation: Circulation of library materials decreased 5.99% in October over last year's levels. The attendance figures are not accurate due to the gates not calculating properly. The Assistant Director distributed Circulation by IType reports dated October 2014 and October 2013. A Computer Use Summary by M. Wofsey was also distributed.

Financial: A financial report for FY15 dated November 10, 2014 showing an ending balance of \$2,125,305 was distributed to the Board. The Director is mindful of the Personnel line item.

Budget: The Director has completed the budget for the Town and will be reviewing it with the Deputy Town Administrator and the Assistant Town Administrator this Friday.

Coolidge Corner Renovation: The RFP received numerous inquiries with the closing date being this Friday. The Director will report to the Coolidge Corner Building Committee on the resulting candidates.

Staffing: Krista Barresi accepted the position of full-time Reference Librarian that became available when Brian Hodgdon was promoted. Also, part-time Reference Librarian Linda Haines will be retiring from the Public Library of Brookline at the end of November, but will continue as Branch Librarian at the Cambridge Public Library.

Sperber Trust: The paperwork has been completed, the stocks have been liquidated and the "Edith Winter Sperber Fund," which will be used for children's materials and programming, has been established. The Vice Chair spoke with Town Counsel and "income" is defined as "interest, dividends and realized gains."

Putterham Sculpture Garden: The Director of Parks and Open Space is working hard on Phase II of the Putterham grounds restoration and, along with the Library Director, is looking at designs to increase and improve usable outdoor space at the Putterham Branch, as well as making the recently restored garden ADA compliant. The work, which will be funded by the Foundation, is anticipated to begin in the spring.

Café: The Proprietors of Koo Koo's Nest informed the Director that the café will continue operating Monday-Thursday during the holidays and then they will reevaluate their decision at the end of December. In their opinion, Friday is not busy enough to justify being open. There has been a slight uptick since they changed to the new hours. Thanksgiving week they will be closed Wednesday, Thursday and Friday and then closed over Christmas/New Year's school vacation. They have also asked to have a new sign made to hang out front. This discussion was tabled until the January meeting.

Outreach: The Director attended the Urban Library Directors Roundtable in Lowell and an MBLC Design workshop at the East Boston Branch of the BPL. The Director and G. Wise will attend an orientation on Friday with senior residents at 1550 Beacon St. on the services the library provides. The Director has also been working short (2-hour) shifts at each public service desk over the last month, meeting patrons and learning more about the functions at each desk. She hopes to do this periodically to engage with patrons and staff in their element.

Holiday Party: The staff Holiday Party will be held on January 9 in Hunneman Hall and there are currently 4 volunteers.

M **Quarterly Professional Development Meeting:** The second staff meeting will take place on December 18. The Director would like to engage a well-known Librarian to instruct staff on her area of expertise, Internet Privacy. It was moved and seconded that the Board authorize \$75.00 to fund this presentation. This motion passed unanimously.

M **Wareham Free Library Decertification:** The Director reported that the Wareham Free Library has been decertified by the Massachusetts Board of Library Commissioners (MBLC). Since the Public Library of Brookline upholds the importance of maintaining at least the minimum standards of public library service required for public library certification by the MBLC, it was moved to only loan materials to residents of municipalities with decertified libraries if the patrons come to the Brookline Libraries to pick up materials, and then return said materials to a Brookline library location. This motion was seconded and passed unanimously. The Chair and Director will send a letter to the Wareham Board of Selectmen, Wareham Board of Library Trustees and the Wareham Library Director informing them of the Board's decision.

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

III. Committee Reports

Programming/Brookline Reads Committee: The Committee continues to work on the details for the Homicide for the Holidays program to be held at the Main Library on December 10 at 7:00 p.m.

M **Library Services Committee:** The Library Services Committee (LSC) met prior to the Board meeting to discuss fee increases to the Meeting Room Policy. At the LSC's recommendations, it was moved that meeting room requests received after January 1, 2015 be increased as follows: for profit-making entities \$90.00, for non-profits \$45.00 and for rehearsal fees \$20.00. This motion was seconded and passed with 9 in favor and 1 opposed.

IV. Old/New Business

Override Study Committee: The Board of Selectmen will meet on December 2 to discuss the Override Study Committee's recommendations. The Chair encouraged all Trustees to attend.

M Staff Gift: It was moved to authorize up to \$200.00 to supply lotions and scented soaps for the staff at all three libraries. This motion was seconded and passed unanimously. K. Livingston volunteered to purchase these gifts.

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 9:00 p.m.

A true record.

ATTEST

Judith A. Vanderkay
Secretary