

Trustees Minutes

April 14, 2015

A regular meeting of the Trustees of the Public Library was held on Tuesday, April 14, 2015 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Jones	Margolis	Vanderkay (remotely)
Burstein	Livingston	Mehta	
Healy	Lohe	Moran	

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 March 10, 2015 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

Circulation: Circulation of library materials decreased 5.77% in March over last year's levels. The gates at the Main Library are still not working properly and are at the end of their lifecycle. The Director met with Bibliotheca and learned it would cost approximately \$50,000 to have them replaced.

M **Financial:** A financial report for FY15 dated April 13, 2015 showing an ending balance of \$736,803 was distributed to the Board. A motion was made to have the Director transfer funds as needed, to close out FY15. This motion was seconded and passed unanimously.

M **Summer Hours:** The summer hours were distributed. It was moved to approve the summer hours and to close all Brookline libraries on Sunday, July 5 and Sunday, September 6. This motion was seconded and passed unanimously.

M **Annual Motions:** It was moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Director and, in her absence, the Assistant Director to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations of which we have responsibility for same, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the Town as the case may be. This motion was seconded and passed unanimously. It was moved to continue to meet the second Tuesday of each month at 7:30 p.m. through April 2016. This motion was seconded and passed unanimously.

Budget/Override: The Director and Chair met with the full Advisory Committee regarding the library budget last night. The proposed \$22,000 cut to the library budget was restored.

Staffing: M. Wofsey abruptly resigned and his position was posted earlier today. E. Williams-Hart will be resigning in May.

Foundation: The Director and K. Livingston met with the Foundation. The Foundation has agreed to grant \$85,000 for technology improvements, furnishings, and programming.

Coolidge Corner Renovation: The Director met with Ray Masak last week, and work on the feasibility study, which involves the Committee of Seven and the hiring of architects for planning purposes has begun.

Putterham Garden: The Director met with Erin Chute-Gallentine to discuss the Putterham garden renovation. Erin feels very strongly that a better design than the one voted on can be fabricated, and she would like to revisit the project and come back to the Board with a new design.

Outreach: The Director taught a practicum at Simmons College on the subject of finding library jobs, which was well received by the students. The Urban Library Directors Roundtable hosted by the Board was productive, especially since several of the Directors had never been to Brookline. The Cary Memorial (Lexington) Director, Koren Stenbridge, and staff came for a tour and some demonstrations of how we have deployed RFID. The Director has also been out representing the library and the Foundation at many Team Brookline events and attended the Foundation's Annual Meeting as well as the Digital Commonwealth Conference.

Freedom Day: Once again, the Board has been asked to partake in Freedom Day to be held on September 11, 2015. The Board agreed and will decide in which way the library could participate.

Staff Development Days: The Director believes that the quarterly staff meetings have been well received, with good attendance and feedback, and would like the Board to consider changing one or two of the meetings from late openings to keeping the library closed all day for in house staff development. Many other Minuteman libraries allow this and many of the activities the staff is looking for are only offered as full day programs. The Board would like to see some estimation of costs of potential programs. The Director will report back to the Board next month.

Government Documents: The official letter from the Government Printing Office in Washington releasing the library from its obligations to the Federal Library Depository Program has been received and the deaccessioning of the collection has begun. Some of the collection has been given to Boston and since the remaining collection cannot be sold, a shredding company will be hired.

Trustee Retreat: The Trustee tour of local libraries has been scheduled for May 7. The Director will send the Board an agenda.

Future of Libraries/Presentation for Trustees: The Director reminded the Board that the program for the Trustees of Brookline, Newton and Cambridge to hear Garry Golden, licensed futurist, speak about the future of libraries will be held this Thursday, April 16.

Holocaust Videos: The Town and the library are partnering on the digitizing of the 1990 Holocaust Remembrance Projects VHS tapes. We hope to make these vital oral histories available via our website, the Digital Commonwealth, the Internet Archive, and the Digital Public Library of America. It was suggested that former Trustee, Al Rosen, be asked for his input.

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

III. Committee Reports

M Programming Committee: The Board was asked to fund up to \$1,000 for this year's Mini-Golf. It was moved and seconded to authorize up to \$1,000. This motion was seconded and passed unanimously. The Brookline Reads Committee continues to meet to discuss their program in the fall.

M **Library Services Committee:** The Library Services Committee met and has asked the Board to approve the following amended policies: the Money/Coin Operated Machines Policy, the Lost and Found Policy and the Telephones Policy. It was moved to accept the amended policies. This motion was seconded and passed unanimously. A new Noise Level Policy was distributed. It was moved to accept the Noise Level Policy. This motion was seconded and passed unanimously. The Assistant Director will send the Board a copy of the amended policies. A motion was then made to authorize up to \$250.00 from trust funds for reusable water bottles for staff. This motion was seconded and passed with 1 abstention. P. Mehta will supply the Director with information about a company.

Long Range Planning Committee: The Long Range Planning Committee met and most former goals listed have been accomplished.

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 9:25 p.m.
A true record.
ATTEST

Judith A. Vanderkay
Secretary