

A regular meeting of the Trustees of the Public Library was held on Tuesday, September 8, 2015 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, A. Reed, Assistant Director and H. Sway, Assistant Director of Technology.

I. Approval of Minutes

M It was moved to accept the minutes of the September 8, 2015 Board meeting. This motion was seconded and passed with 9 in favor.

II. Library Director’s Report

Circulation: Circulation of library materials decreased 8.55% in July and 4.55% in August overall compared to last year’s levels. Circulation at the Main Library did have a .86% increase in August. The Assistant Director will review the summer circulation statistics at Coolidge Corner and report back to the Board. The Assistant Director distributed Circulation by IType reports dated July 2014, July 2015, August 2014 and August 2015.

Financial: The September financial report will be distributed at the October meeting.

Coolidge Corner Renovation: The contract for the feasibility plan with the architect, Schwartz Silver was distributed and signed by the Board. The Director will keep the Board apprised of the developments. There will be a calendar of community meetings coming out soon as well. The Board wanted it noted that although many options are being explored, there will always be a library in the Coolidge Corner community.

Staffing: Hank Sway, Assistant Director of Technology was introduced to the Board. An offer to an internal candidate for the vacant Business Manager position (Mary Egan-James) was made but the candidate respectfully declined. A new round of interviews is scheduled for this Friday. Susan Ingram of Technical Services is retiring after 30+ years of service to the library. Arbitration is continuing in the former Senior Custodian matter. The Director continues to work with Human Resources on the Library Assistant II Putterham employee who remains out on Worker’s Compensation. Earlier tonight, the Director was granted permission by the Board of Selectmen to hire for the vacant Reference Librarian I and the Library Assistant I Technical Services positions. Sebastien Sulser was hired as a part-time Library Assistant I for Putterham, and Mary Ryan is temporarily filling in as a full-time Library Assistant I at Putterham.

Conference: The Director and Assistant Director of Technology would both like to go to attend the New England Library Association (NELA) conference in Manchester, NH in October. The Treasurer reminded the Director to request monies for conferences in advance and to provide a detailed itemized list of what those monies are for.

Friends: There have been a number of changes on the Board of the Friends of the Brookline Public Library. The next Friends meeting is scheduled for September 28. The Director will report back to the Board on any new developments at next month’s meeting.

Putterham Garden: The Director of Parks and Open Space, Erin Gallentine has redesigned the garden at Putterham in a way that she thinks is more usable/sustainable/accessible/attractive. A presentation will be made at next month's meeting.

M Putterham Art Installation: A proposal from a local artist to install a glass installation in the Puddingstone at Putterham was distributed for the Board's review. A motion was made and seconded to pursue this proposal further. The motion failed with 6 opposed and 4 in favor. The Director will inform the artist.

M Café: The café continues to be open erratically and was closed again today. We had another patron complaint about it. A child was very upset that she was promised a treat from the café during her library visit and was unable to get it as the café was closed unexpectedly. After a lengthy discussion, it was moved and seconded to sever the business relationship with the current operators of the café. This motion passed with 7 in favor, 1 opposed and 1 abstention. It was then moved and seconded to have the current operators vacate the premises on or before October 31. This motion passed unanimously.

Outreach: The Director attended the Farmers Market twice this summer to promote the book bike and the forthcoming cake pan collection. She also worked a full Saturday at the Coolidge Corner branch which was great fun, and very enlightening.

Programming: Children's Librarian Caroline Richardson partnered with the Coolidge Corner Theater to offer a Stuffed Animal Sleepover which was a wild success. The Edible Book Fair was wonderful; please see pictures on Twitter and Tumblr. The Superheroes will be returning for Batman Day on September 26!

Performance Reviews: Self-evaluations were completed by all full-time staff members this summer. The process seems to have been greeted with positive reactions and flowed smoothly. The Director is looking forward to next year to check in on annual action plans and make sure goals are being implemented.

M Staff Amenities: The supply of soaps and lotions the Trustees provided last year has been exhausted. K. Livingston will purchase some more with some of the allotted funding in the budget. As the bottled water will be removed from all Town buildings, the Director has purchased small in house filters for tap water. As previously discussed, in order to cut down on the use of plastic/paper cups, it was moved to authorize up to \$330 for reusable water bottles for the staff. This motion was seconded and passed unanimously.

Staff Quarterly Professional Development Hour: The Staff Quarterly Professional Development Hour being held this Thursday will be moderated by the Assistant Director of Technology on Technology Brainstorming. It should be exciting and enlightening. The Director would still like to pursue an in-house service day where staff is trained on customer service, etc. and plans to pursue this aggressively in the fall.

Important Upcoming Events: M. Egan-James retirement party will be held on September 16 from 3:00 to 6:00 p.m., Brookline Day is on September 20 and the library is having a digital bookmobile visit on Sept 22 from 12:00 to 6:00 p.m. in the Town Hall parking lot.

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

III. Committee Reports

Programming Committee: The Brookline Reads Committee continues to meet and briefed the Board. A bookmark with key dates was distributed to the Board.

M **Library Services Committee:** The Library Services Committee met and distributed amendments to the Food and Drink, Damage Fees, Lost and Paid Library Materials and Lost Charges Policies. With the Library Services recommendation, it was moved to accept the revised policies. This motion was seconded and passed unanimously. The Library Services Committee then distributed a new Book Groups Policy. It was then moved to accept the Book Groups Policy, as recommended by the committee. This motion was seconded and passed unanimously.

IV **Old/New Business**

Holiday Party: R. Healy, J. Vanderkay, P. Mehta and V. Goldman have all agreed to serve on this year's Holiday Party Committee. C. Lohe will look to see what last year's budget was 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 9:35 p.m.
A true record.
ATTEST

Judith A. Vanderkay
Secretary
October 9, 2015