

A regular meeting of the Trustees of the Public Library was held on Tuesday, October 13, 2015 at 7:30 p.m. at the Main Library. Those present were:

Burstein	Lohe	Moran
Jones	Margolis	Rees
Livingston	Mehta	Vanderkay

Also present: S. Slymon, Library Director.

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 nine in favor.

II. Library Director's Report

Circulation: The September circulation report will be distributed at next month's meeting.

Financial: Once the new Business Manager has received more training, a financial report will be distributed.

Budget: The library's expenditures are right on target. The Director is in the middle of the budget season with the Town, and is planning to ask for an additional three professional librarians and a custodian for Coolidge Corner, as she did last year. The Capital Improvement Plan (CIP) was submitted successfully and reviewed by the Assistant Town Administrator.

Coolidge Corner Renovation: The Director had the first meeting with the architects last week, and it went very well. The Coolidge Corner public meeting will be held on Monday, November 2 at 6:00 p.m. at the Coolidge Corner Branch. The Director would like to see as many Trustees as possible attend this important meeting in order to discuss and receive input from the public.

Staffing: The employee on workers compensation from the Putterham Branch has been separated from employment with the Town. S. Ingram, full-time Library Assistant I has retired. The Director has requested that this position be changed to a full-time Library Assistant II as the employee was the only full-time Library Assistant I. The Union has approved the request and it will go to the Human Resources Board next. Phillip Spencer has started as the new Business Manager and is doing a terrific job discovering efficiencies and keeping up with the avalanche of work. Roy MacKenzie has been promoted from part-time Reference Librarian I to full-time Reference Librarian I. Currently, there are two part-time Reference Librarian I positions, two part-time Library Assistant I positions, and two full-time Library Assistant II positions available. Once these positions are filled, and if no one else retires or resigns, the library will be at full staffing.

M Café: The café will close for good on October 29. They will be distributing free snacks and drinks during a small celebration that day. A motion was made to send a letter to the Tab thanking the current proprietors for their years of service. This motion was seconded and passed unanimously. The Café committee will continue to meet to pursue installing vending machines. The library is bound by a town-wide contract to the vendor that the Town selected.

Outreach: The cake pan launch party was a fabulous success. Over 100 people attended and they ate over a dozen cakes, and over 100 cakelets. The Director thanked K. Livingston for attending. The Overdrive Bookmobile had almost 200 visitors and was considered a success by all involved. The Director will be a guest speaker at a Simmons class on Library Management in November, and is being

interviewed by several students for their class papers as well as presenting on Mentorship at the New England Library Association. She has also been invited to testify before the FCC in Washington about the importance of local access television to the mission of public libraries. It was suggested that the Director reach out to the Town Administrator.

Holiday Party: The Holiday Party will be held on Jan 29 at 5:00 pm. More details will follow.

Staff Quarterly Professional Development Hour: The Staff Quarterly Professional Development Hour was facilitated by the Assistant Director of Technology and it was extremely well-received by staff. He did a presentation on the directions we are striving toward as a library, and had an open brainstorming forum with the entire staff about what works, what doesn't, and what their wants and needs are for technology for the library.

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. The plans were distributed to the Board. As there were some concerns from the Board regarding the increase in pricing and the loss of parking, it was decided to ask E. Gallentine to attend a future meeting with the Buildings & Grounds Committee, as well as raising the possibility of having a community-wide meeting.

Digital Content: The Director was pleased to announce that a lot of the library's digital content is in beta test status at Biblioboards. She encourages the Board to take a look at <https://library.biblioboard.com/#module/30dcdd2a-7ac0-4899-a462-08973697c3f0>.

ALA MidWinter: The Director has a vendor who is willing to sponsor the Board to attend ALA Midwinter in Boston, Trustees who would like to attend are urged to let her know. The exhibits are open from January 9 to 11.

Assistant Director of Technology: The Director asked the Board whether or not they would like to see H. Sway attend the monthly Board meetings, though that has never been past practice. After some discussion, the Chair indicated that the Assistant Director of Technology, being at the same level as the Assistant Director of Administration, should attend all Board meetings.

Art & Artifact Appraisal: The Director informed the Board that M. Richardson is working on the new art and artifact appraisal.

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

III. Committee Reports

Programming Committee: The first Brookline Reads panel discussion moderated by Reverend Liz Walker was excellent and attended by approximately 67 members of the community.

Investment Committee: The Investment Committee instructed State Street to change the allocation from 60% stocks and 40% bonds to 62% stocks and 38% bonds as discussed at the June Trustees meeting.

IV Old/New Business

Meeting Room Policy: The Director distributed a proposal from a staff member that the library shorten the time that the public would be able to book the meeting rooms to three months in advance instead of six. This would give the staff a much better chance to host exciting programs that are offered with a shorter window of warning, and yet would still allow the public to use the rooms. This was deferred to the Library Services Committee and will be discussed at next month's meeting.

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 8:36 p.m.

A true record.

ATTEST

Judith A. Vanderkay

Secretary

November 5, 2015