

A regular meeting of the Trustees of the Public Library was held on Tuesday, November 10, 2015 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; 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 October 13, 2015 Board meeting. This motion was seconded and passed unanimously.

**II. Comments from the Public**

Mr. Scott Murphy suggested that the Board look into the town's No Trespass Policy and how it intersects with the No Trespass Policy of the library.

**III. Library Director's Report**

**Circulation:** Circulation of library materials decreased 7.48% in September and 3.90% in October overall compared to last year's levels. The Assistant Director distributed a Transaction Trends Report from FY' 12 to FY' 16 to the Board.

**Financial:** The new Business Manager, P. Spencer, is keeping a rolling Google sheet on the week to week budget. This new format would make it easier to share access with the Board instead of having to prepare a separate monthly report. This report will be distributed to the Board before next month's meeting and the Board can then decide whether it would like to move ahead with this new way of reporting the budget or to continue with the prior monthly financial report.

**Budget:** The budget is in good shape. The Director met with the Deputy Town Administrator and the Assistant Town Administrator to review the library budget. The Director reported that both listened intently and asked lots of good questions about her expansion requests, which she found very encouraging.

**Coolidge Corner Renovation:** The Director reported that the Coolidge Corner public meeting held on November 2 drew approximately 70 attendees, many of whom asked informative and interesting questions. It was stressed that this whole project hinges on the grant. Angela Hyatt from Schwartz Silver gave an excellent presentation, which can be viewed at [http://prezi.com/zwbclhdf7yy/?utm\\_campaign=share&utm\\_medium=copy&rc=ex0](http://prezi.com/zwbclhdf7yy/?utm_campaign=share&utm_medium=copy&rc=ex0). The Director thanked those Trustees who attended.

**Staffing:** The Director's request to have the full-time Library Assistant I position changed to a full-time Library Assistant II position was denied. C. Ryan has been promoted to the full-time Library Assistant II position at Putterham.

**Café:** The café closing party was a great success. The owners will have their belongings out on or before November 15. The proprietors wrote a letter to the TAB, which appeared in the paper version but not online. The Café Committee met with Reading Vending to go over a variety of options and to taste some of their product offerings. The Committee was authorized to move ahead with Reading Vending and to keep the Board updated.

**Outreach:** Children’s Librarian C. Richardson did a superb job again with the Fall Fest, with several hundred people turning up. M. Gaffey, P. Spencer and A. Reed all raced outside to offer assistance as staff were so overwhelmed! The Director attended the NELA conference and distributed a report. She thanked the Board for its continued support of professional development and continuing education. She also guest-taught a Leadership class at Simmons College and offered informational interviews to two Simmons students and one B.U. student. S. Flannery, Director of Libraries in Cambridge, will be retiring and has asked the Director for the Board’s Succession Plan that it used in hiring a new Director.

**Quarterly Professional Development Hour:** Dr. Lloyd Gellineau, Dr. Alan Balsam and Veteran’s Agent Bill McGroarty will be the featured speakers at the next staff meeting on December 17. They will talk about what services they offer to support the library in its endeavors, particularly relating to at-risk members of our community.

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

#### IV. Committee Reports

**M Library Services Committee:** The Library Services Committee met and discussed the staff member’s recommendation that the public be allowed to request meeting rooms only three months in advance instead of six months. As recommended by the Library Services Committee, it was moved and seconded to change the Meeting Room Policy to “Meeting rooms may not be reserved more than three (3) months in advance.” This motion passed unanimously. This policy will go into effect on January 1, 2016.

**M Buildings and Grounds Committee:** The Buildings and Grounds Committee delivered its report on the recent meetings regarding the Putterham Garden. After some discussion, it was moved to approve the second design of the Putterham Garden as recommended by the Buildings and Grounds Committee. This motion was seconded and passed unanimously.

**Exhibits Committee:** J. Rees, V. Goldman and the Director visited an art studio with Nancy Heller, resident and member of the Board of Selectmen who wishes to donate a piece of art. J. Rees will give Ms. Heller a copy of the Guidelines for Review, Acceptance and Recognition of Gifts to the Public Library of Brookline and report back to the Board.

**Programming Committee:** This year’s Brookline Reads was a great success. Approximately 60 people attended the mid-day matinee with another 60 attending the panel discussion, and about 200 people came out to hear author Celeste Ng discuss this year’s choice, “Everything I Never Told You.” The Chair thanked M. Moran and the entire Committee for doing such a wonderful job. The Committee is already discussing upcoming events and will keep the Board informed.

#### V Old/New Business

**Director’s Evaluation:** The Director will give her self-assessment to the Chair by December 1.

**VI. 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

Judith A. Vanderkay

Secretary

December 3, 2015