

A regular meeting of the Trustees of the Public Library was held on Tuesday, February 9, 2016 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Jones	Mehta	Vanderkay
Burstein	Lohe	Moran	
Healy	Margolis	Rees	

Also present: S. Slymon, Library Director; A. Reed, Assistant Director; H. Sway, Assistant Director of Technology.

**I. Approval of Minutes**

**M** It was moved to accept the minutes of the January 12, 2016 Board meeting. This motion was seconded and passed unanimously. It was moved to approve the minutes of the Special Trustees meeting held on February 1, 2016. This motion was seconded and passed unanimously.

**II. Library Director’s Report**

**Circulation:** Circulation of library materials decreased 4.28% in January overall compared to last year’s levels.

**Budget:** The Director has budget meetings scheduled with the Advisory Committee's Human Services Subcommittee and the Planning Board Committee.

**Vending Machines:** There are still problems with the vending machines breaking, although the response time to fix them has improved dramatically. The Director and several staff members went to Quincy recently for an I.T. collaboration and noticed the café there. It is much larger than this space and is basically a sub shop/convenience store offering pizza, hot dogs, hamburgers, candy and an ice cream cooler. Although not very nice looking, it is very busy.

**Coolidge Corner Renovation:** The Director found last week’s meeting to be very informative and felt Angela Hyatt from Schwartz Silver an excellent presenter. She also felt that the Trustees received answers to a number of their concerns. Out of the three options the Centre St. lot seemed to cause the most excitement. The Town Administrator has put a placeholder in the CIP (Capital Improvement Plan). R. Masak noted that a longer timeline would allow for more momentum to achieve the grant deadline. The Director is working with L. Carlisle and the Chair to map out the political part, including a meeting with the Town Administrator, along with a letter she sent to the Selectmen asking for a time to meet and discuss. The Director is working on new, brighter, uniform signage for the interior of Coolidge Corner and would also like to have signage similar to that now used in the Main Library elevator.

**Staffing:** R. Blumenthal and N. Chadburn are both still out on medical leave. M. Ranieri will be leaving for medical leave at the end of the month. Three new part-time Library Assistants have been hired. A.E. Ryan has resigned after 16 years at Coolidge, and Nessie Salman, a page at Coolidge Corner, has also resigned.

**Quarterly Professional Development Hour:** The March meeting will be facilitated by the Library Tails Committee. The Tails Committee is a group of non-management personnel who convene monthly to help “lead from the middle.” They address issues that upper management might not be aware of, and then a representative meets with the Director monthly to work on items together. The Director is excited that this meeting will be formatted like an “unconference,” where there will be 8 to 10 different topics with an expert at each topic sitting at separate tables. Staff members can go around to the different tables that interest them and join in on the discussion.

**Outreach/Conference:** In addition to sitting on the Long Range Planning Committee, the Director is also serving on the Minuteman Strategic Planning Committee, which has hosted several focus groups throughout Minuteman, which she attended as both a participant and an observer. The Director and Assistant Director of Technology have also been working with Matt Weiss and Roberta Winitzer to appear on the Age Friendly Cities BIG television program, and she will also be teaching an evening seminar at Simmons College this week.

**Holiday Party:** The Holiday Party was a great success and enjoyed by all. The Director and Chair thanked the Holiday Party Committee for all of their hard work.

**Computers:** As the Assistant Director of Technology reported at last month's meeting, he will remove the current infrastructure and replace it with Useful software beginning a week from today. Closing the libraries will not be necessary, and staff will be trained on the new software in the computer lab at the Main Library.

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

### III. Committee Reports

**M Exhibits Committee:** The Exhibits Committee Co-Chairs distributed a request for approval of an artwork donation from artist Caleb Neelon. This artwork will be installed at the Coolidge Corner Branch. It was noted that during the Coolidge Corner renovation the plan would be to store the art along with all the other permanent Coolidge Corner artwork and re-install it after the branch re-opens. A motion was made to accept the artwork from Mr. Neelon. This motion was seconded and passed unanimously. J. Rees will send Mr. Neelon a thank-you letter for donating this artwork to the library.

**M Library Services Committee:** It was moved to accept the As approved by the Library Services Committee, it was moved to accept the Study Room Policy, the amended Social Media Policy and the Policy on Photographing or Video Recording of the Library Buildings Interior, as approved by the Library Services Committee. This motion was seconded and passed unanimously.

**M Finance Committee & Long Range Planning Committee:** The Finance Committee has authorized up to \$20,000 to the Long Range Planning Committee to hire a consultant. A motion was made to authorize up to \$20,000 to the Long Range Planning Committee to hire a consultant. This motion was seconded and passed with one abstention.

**Programming Committee:** The Programming Committee continues to meet to discuss the next Brookline Reads, the Shakespeare More or Less Program and the Edith Pearlman Award.

### 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 9:40 p.m.  
A true record.  
ATTEST

Judith A. Vanderkay  
Secretary  
March 4, 2016