

## Trustees Minutes

May 10, 2016

A regular meeting of the Trustees of the Public Library was held on Tuesday, May 10, 2016 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: A. Reed, Acting Director; H. Sway, Assistant Director of Technology.

### **I. Election of Officers**

**M** G. Jones, as Senior Trustee, opened the meeting. The Nominating Committee informed the Board that the following candidates would be brought forward for consideration for the following offices: P. Mehta, Chair; M. Moran and J. Rees, Vice Chair; C. Lohe, Treasurer; and J. Vanderkay, Secretary. A motion to close the nominations was seconded and passed unanimously. A motion was then made and seconded to elect P. Mehta Chair, which passed unanimously. P. Mehta then presided over the meeting. The Nominating Committee informed the Board that it was recommending J. Rees and M. Moran for Vice Chair. A motion to close the nominations was seconded and passed unanimously. Both candidates gave a brief account of their accomplishments as members of the Board. By roll call vote, M. Moran was elected Vice Chair with 6 in favor. C. Lohe was then nominated for the position of Treasurer. A motion to close the nominations was seconded and passed unanimously. A motion to elect C. Lohe Treasurer was seconded and passed unanimously. J. Vanderkay was then nominated for the position of Secretary. A motion to close the nominations was seconded and passed unanimously. A motion to elect J. Vanderkay Secretary was seconded and passed unanimously. The Chair then asked the Trustees to choose the committees in which they would like to serve on and to let her know before next month's meeting.

### **I. Approval of Minutes**

**M** It was moved to accept the minutes of the April 12, 2016 Board meeting. This motion was seconded and passed unanimously.

### **II. Library Director's Report**

**Annual Motions:** Moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Library Director and, in her absence, the Assistant Town Librarian 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. A motion to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing was seconded and passed unanimously. It was moved to meet the second Tuesday each month at 7:00 p.m. for a six month trial basis. This motion was seconded and passed unanimously. A motion was then made to authorize the Acting Director to transfer funds between any and all accounts in order to properly close out the FY16 budget. This motion was seconded and passed unanimously.

**Circulation:** Circulation of library materials decreased 0.03% in April overall compared to last year's levels. The Director of Technology has negotiated a contract with TechLogic to upgrade the security gates at all locations. Funding will come from the remaining RFID budget and K. Stokes of the Town IT Department will pay for the installation.

**Dr. H. Richard Tyler:** The Acting Director informed the Board that former Trustee Dr. H. Richard Tyler passed away suddenly on May 8. The family has encouraged donations to be made to the Dr. H. Richard Tyler trust fund.

**Artist-in-Residence:** The library received 34 applications for the pilot year of the library's artist-in-residence program. A preliminary jury has been convened, which includes the Friends President, the Economic Development Director for the Town, a member of the Brookline Commission for the Arts, the Arts Program Manager at Radcliffe, the Deputy Director of the Rose Art Museum at Brandeis and a Librarian and former member of the Somerville Arts Council, to narrow the field down to two or three finalists, at which point the Reference Department will select the resident. The graphics room is in the process of being converted into the resident's studio space and the resident should be in place by the middle of June.

**Staffing:** Roberta Blumenthal, Nancy Chadburn, L. Mellett and Mike Malone are still out on medical leave. Roy MacKenzie is in charge of coordinating book-bike scheduling and is the Acting Chair of the Social Media Committee until the Librarian II position vacated by Brian Hodgson is filled.

**Party at Putterham:** The Brookline Library Foundation's event was very successful. Many attendees told Linda Carlisle that they had never been to Putterham before or had not been in years. The henna artist, tarot card reader, caricaturist, and Matt Chase's music added to the evening's fun. It was nice to see so many Trustees and members of the community enjoy a pleasant evening at the library. The book bike at the entrance and the poster board with the Putterham Garden plans sparked a lot of conversation. The wine pull, auction, beautiful baskets and the quiz were appreciated. Vine Ripe Catering provided a delicious array of food options. The Acting Director especially wanted to thank staff members Hank Sway, Kelly Unsworth, Sally Rubinstein, Mike Lynch and Felix Pena for their assistance in setting up for the event.

**Main Library Freight Elevator:** A staff member was stuck in the staff/freight elevator for 20 minutes until the police and fire department were able to get her out. Embree Elevator Company discovered that the elevator's motor needed replacement. The Building Department authorized and paid for the new motor. The elevator is now working properly.

**Suspicious/Fraudulent Library Cards:** Several library staff members became suspicious when a patron attempted to obtain library cards for two children without producing proper identification. When asked to verify his address, he gave several possible addresses and the staff member did not issue the cards. He proceeded to obtain the cards at a branch using expired identification. The patron returned to the Main Library to check out video games and launch pads on all three cards. Staff members notified the Acting Director of their suspicions and she contacted the branch regarding the issuance of library cards, contacted the Executive Director of Minuteman Library Network, placed a block on the patron's cards, and notified MLN Library Directors to remind their staffs to be vigilant when checking proper identification. The Acting Director also contacted M. Burstein, Town Counsel and the Brookline Police Department. An investigation is ongoing and she will keep the Board informed of any developments.

**Mobile Hot Spots:** The library is now partnering with Sprint to offer circulating Wi-Fi hotspots to patrons. Sprint is a part of the MHEC contract and offers a useful device management portal that its competitors did not provide. Twenty devices with unlimited data usage will be purchased and distributed among the three branches and will be available to request as "quick picks." The anticipated loan period will be in the range of two to three weeks and the device must be checked out and returned at a Brookline Library location. A demo device is expected to arrive within the next week or two. Once the device has been tested and it meets library specifications, the remaining devices will be shipped and begin to be circulated.

**Website Update:** Stirling has revealed the first beta version of the new site to the project team. They have been asked to reorganize the content significantly based on the Library's analysis of the current site. The project team will let Stirling complete this work before the beta site becomes available for broader feedback. It is anticipated that the new site will launch by the end of June.

**MLN beta app:** The beta version of the MLN app for searching the catalog, accessing e-resources, promoting library events and more was made available for limited release in April. G. Wise and B. Bloomenthal have agreed to be beta testers of the app and will be organizing a preview event for the staff before it is released to the public.

**MLA Annual Conference:** H. Sway, R. Brenner, R. MacKenzie, P. Sharaga and G. Wise will be attending the MLA annual conference on May 16 and 17.

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

### **III. Committee Reports**

**Programming Committee:** The Programming Committee continues to meet to discuss the next Brookline Reads program. Alma Bitran became the first recipient of the Edith Pearlman Award on April 27.

**M Library Services Committee:** The Library Services Committee met and distributed an amended Appropriate Patron Behavior Policy, an amended Collection Development Policy and the 3D Printing Services Policy. After some discussion, it was moved to ask Town Counsel to review the Appropriate Patron Behavior Policy and bring it back to the Board next month. It was moved to accept the amended Collection Development Policy. This motion was seconded and approved unanimously. It was moved to accept the 3D Printing Services Policy. This motion was seconded and approved unanimously.

**M Finance Committee:** The Finance Committee distributed the Board of Library Trustees Budget for FY17. A motion was made to approve the Board of Library Trustees Budget for FY'17. This motion was seconded and passed unanimously.

### **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 9:20 p.m.

A true record.

ATTEST

Judith A. Vanderkay, June 10, 2016

Secretary