

A regular meeting of the Trustees of the Public Library was held on Wednesday, October 19, 2016 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	
Healy	Lohe	Moran	

Also present: S. Slymon, Director; A. Reed, Assistant Director.

**I. Approval of Minutes**

**M** It was moved to accept the minutes of the September 13, 2016 Board meeting. This motion was seconded and passed unanimously.

**II. Executive Session**

The first Executive Session, with regards to an employee's grievance was cancelled and will be held at next month's Board of Library Trustees meeting. By roll call vote, the Board unanimously decided to enter into Executive Session for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. After a lengthy discussion a motion was made that the Board expresses its confidence in the Library Director, Administrative staff and the Treasurer, Carol Troyen-Lohe, in their handling of fiscal matters and expenditures. This motion was seconded and passed with 9 in favor and one abstention. By roll call vote, the Board unanimously decided to exit from Executive Session.

**III. Library Director's Report**

**Circulation:** The Director, Assistant Director and the Supervisor of Collection Development met to discuss the future of circulation reporting to the Trustees. They agreed that it made sense for the Supervisor of Collection Development to provide reports on the health and well-being of the collection so C. Wilkins has designed a new report which can be viewed at:

[https://magic.piktochart.com/output/16719600-2016\\_09\\_trustee\\_report](https://magic.piktochart.com/output/16719600-2016_09_trustee_report).

**Financial Report:** The new Business Manager, Damian Ruff started work on Monday. A financial report will be distributed in January.

**Budget FY17:** As the library has been operating without a Business Manager, it has prevented the Director from generating a budget report. There should be one generated at mid-year. The vacancy has also limited the ability to spend monies thus the Director anticipates having a bit of a surplus to catch up on. A Town Hall employee has been contracted to pay the library's urgent bills so utilities, books, etc. are being paid. The FY18 budget forms are due to the Town Administrator on Oct 18. The Director has been working on the budget and anticipates making the deadline. The CIP has been submitted to the Town.

**Staffing:** L. Mellett is still out on medical leave. Callan Bignoli will be starting on November 14 as the new Assistant Director for Technology. Callan is from the Mass Board of Library Commissioners. Stephen Nedell will be starting October 24 as a Reference Librarian II. His position supports the Assistant Director for Technology. There have also been three new part-time Reference Librarians hired replacing those who have retired. Dorothea Brown retired on September 30 and asked the Director to thank the Board for their generous gifts. In September, the Human Resources Board approved amendments to the job description. It was modernized to include the cataloging of digital and virtual

items, and to include the creation of metadata. Interviews will be conducted soon. The Human Resources Board also approved a change in the job description of the Supervisor of Collection Development (currently C.Wilkins). Colin is now the Department Head for Technical Services and Anne Clark is sole Department Head for the Reference Department. Colin will continue with his regular collection development responsibilities and will add direction and management to the Technical Services staff to his duties. Anne Clark is out on medical leave. Gina Wise has been appointed temporary Supervisor of Reference. The Administrative Department has been struggling with a decrease in its staffing between 40 and 60% since August.

**Union:** The Director announced that the union voted to ratify the library's new contract. The contract will be effective through FY18 and include such provisions as a 2% pay raise each year, an increase in top tier longevity payments, a decrease in the amount of time staff have to wait to get their 4th week of vacation from 15 years to 10 years and a variety of housekeeping such as replacing "Town Librarian" with "Library Director".

**Putterham Garden:** The garden at Putterham has been completed with the exception of the installation of furniture. Due to the lateness of the season, a grand opening event has been postponed until the spring. The Director will speak with members of the Foundation about partnering with them for the ceremony. The Director thanked the Foundation for their generous funding, and Erin Chute-Gallentine and the staff of Parks and Open Spaces for their hard work.

**Long Range Planning:** The Director provided an update on the Long Range Plan. The intention is to have a draft to the Board of Trustees at the November meeting. An extension of January 1, 2017 was given by the Mass Board of Library Commissioners to submit the plan.

**Furniture/Painting:** This fiscal year there is a budget for painting and furniture purchases. The Director has started purchasing furniture for all three locations and has ordered chairs for the Coolidge Corner meeting room and is looking at chairs for the Putterham meeting room also. The plan is to replace many of the arm chairs at the Main Library, as it will be more expensive to re-upholster them than to buy replacements. Additionally, they are 15 years old and are at the end of their lifecycle. Painting will be done in high traffic areas. The Director is placing priority in the Coolidge Corner meeting room and then in some areas at the Main Library (Administrative Suite, Café Area, Children's Room, etc.). The astronomical regulator, which was recently appraised at \$250,000, has been moved to the Administrative Suite at the recommendation of Martha Richardson.

**Brookline Room:** The Director is anxiously awaiting a schedule from the Building Department as to when work will begin to repair the Brookline Room, as patrons are beginning to get impatient.

**Outreach:** The Urban Library Director's Roundtable met at the Main Library this month and a lively conversation about equity of service and providing for underserved populations was had. The Director also escorted the new Cambridge Library Director, Maria Taesil Hudson McCauley to lunch to welcome her to Cambridge. Maria was formerly the Director in Somerville and in Santa Monica, California. The Director thought the Board might be interested in this program on the Future of Libraries that Maria is offering. The slides may be viewed at: <http://patch.com/massachusetts/cambridge/program-explores-public-libraries-future>.

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

#### **IV. Committee Reports**

**M Programming Committee:** An event featuring award-winning Boston Chef/Owner, Jeremy Sewall of Lineage, Island Creek Oyster Bar and Row 34 will be held at the Main Library in Hunneman Hall on

December 15, 2016 at 7:00 p.m. Brookline Reads continues to meet and is currently working on its 2017 program.

**Finance Committee:** The Director met with the Library Chair, Treasurer, L. Carlisle of the Foundation and N. Nitikman of the Friends to discuss finances and will report back to the Board.

**Holiday Party Committee:** The Holiday Party will be held on January 6, 2017 details to follow. J. Rees has agreed to Chair the committee this year and V. Goldman, K. Livingston and R. Healy have agreed to set up and cleanup and C. Axelrod has agreed to setup thus far.

**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 8:19 p.m.

A true record.

ATTEST

Judith A. Vanderkay,  
Secretary