

A regular meeting of the Trustees of the Public Library was held on Tuesday, December 13, 2016 at 7:00 p.m. at the Main Library. Those present were:

Burstein	Livingston	Mehta
Goldman	Lohe	Moran
Healy	Margolis	Vanderkay

Also present: S. Slymon, Director; A. Reed, Assistant Director; C. Bignoli, Assistant Director of Technology and David Marc Goldstein, Brookline resident.

I. Approval of Minutes

M It was moved to accept the minutes of the November 9, 2016 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

Administration: C. Bignoli was introduced as the new Assistant Director of Technology and gave the Board a brief summary of her experience in the technology field.

Circulation: The circulation chart for November can be viewed at:

https://magic.piktochart.com/output/18751009-2016_11_trustee_report

Financial Report: The new Business Manager, Damian Ruff, will distribute his first financial report in January.

Strategic Plan: The Director has submitted the Strategic Plan to the Massachusetts Board of Library Commissioners. There is no time for them to get back to her on whether or not it has been approved, but she anticipates hearing from them soon.

Coolidge Corner: The Director met with the Director of Public Buildings, Charlie Simmons, and has some recommendations regarding Coolidge Corner. There is money in the FY'18 budget to replace the roof, skylights, carpet and paint. There is also Capital Improvement money in FY'18 to add an elevator. C. Simmons believes the most affordable and expeditious way to accomplish all of this work is to close the Coolidge Corner location temporarily and he suggested six months. The Director suggests that this happen toward the back end of FY'18, so that there is time to work with the Town, architects and vendors, as well as having enough time to publicize it, make service arrangements and to re-deploy staff. The Board authorized the Director to move ahead in this endeavor.

Brookline Room: The Brookline Room re-opened in November and looks terrific. Staff members are still working on making some adjustments to help preserve the materials there.

M Surplus Furniture: The Director asked the Board to declare the distributed list of furniture surplus so that she can dispose of it, per the instructions of the Building Department. All of this furniture is out of service due to poor condition, or changing needs of the department (e.g., file cabinets are less necessary as we move away from paper). A motion was made to declare the distributed list of furniture as surplus. This motion was seconded and passed unanimously. The Director will offer it to all other Town Departments before disposing of it.

Staffing: L. Mellett is still out on medical leave. A. Clark and M. Malone have both returned to work.

Outreach: The Director and Assistant Director attended the MLS Annual Meeting at Holy Cross and found it interesting. Not a lot of outreach occurred this month with the holiday.

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

III. Committee Reports

Treasurer's Report/Investment Committee: The Treasurer informed the Board that State Street has agreed to drop its fees from 0.75% on the first \$2,500,000 and 0.65% on the remainder to 0.6% on the first \$2,500,000 and 0.5% on the remainder. This is a reduction of about 21%. The Treasurer distributed biographies for members of the Investment Committee. The Chair, Treasurer and B. Mast met to discuss the terms of service and recruitment efforts for the Investment Committee. The recommendations were distributed to the Board. A motion was then made to accept the Recommendations of the Membership and Recruitment Subcommittee of the Investment Committee of the Brookline Public Library. This motion was seconded and passed with 1 abstention.

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.

Holiday Party Committee: The Holiday Party will be held on January 6, 2017 at 5:30 p.m. in Hunneman Hall.

Library Services Committee: Test Proctoring and Study Room Policies were distributed to the Board. The Board will be requested to vote to approve both polices at next month's meeting and the Trustees were encouraged to submit any changes to R. Healy as soon as possible.

IV. Old/New Business

M Bylaws: Copies of the current bylaws and the proposed amended bylaws were distributed to the Board. A motion was made to accept the amended bylaws. This motion was seconded and passed with 6 in favor and 2 opposed. A motion was then made to establish a committee to review the revised bylaws and prepare recommendations by the April 2017 meeting. This motion was seconded and passed with 6 in favor and 2 opposed.

Ethics Exam: All Trustees need to take the Conflict of Interest Exam and submit it to either the Chair or Director by December 31. The link for the exam is <http://www.mass.gov/ethics/education-and-training-resources/education-training-guidelines.html>

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 9:00 p.m.

A true record.

ATTEST

Judith A. Vanderkay,

Secretary

January 4, 2017