

A regular meeting of the Trustees of the Public Library was held on Tuesday, January 10, 2017 at 7:00 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, Director; A. Reed, Assistant Director; C. Bignoli, Assistant Director of Technology and B. Magner, Town Labor Counsel.

I. Approval of Minutes

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

II. Library Director's Report

Security Gates: C. Bignoli, Assistant Director of Technology, will begin installing the new security gates at the Main Library, Coolidge Corner and Putterham locations next week.

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

https://magic.piktochart.com/output/19239089-2016_12_trustee_report .

The Director has also distributed a pdf as requested. Once the new gates are installed, a partial footfall/attendance report will be available at the February meeting.

Financial Report: The rolling annual financial report can be viewed at: <http://bit.ly/2hQydzB>. Although the personnel line looks fine, in actuality the numbers are far in excess of where the Library should be in the part-time budget. This is due to the fact that there has been excessive sickness and injury in the full-time staff, causing increased coverage by part-timers. A very strict policy of a maximum of 18 hours weekly for part-timers for the rest of the fiscal year has been implemented. Additionally, supervisors will be more judicious in approval of days off so that coverage will not be needed as often.

Strategic Plan: The Director has not yet heard back from the Massachusetts Board of Library Commissioners regarding the Strategic Plan, as they have been very busy approving applications for state aid. The Director will keep the Board informed. The Director thanked the Assistant Director for all of her hard work in submitting Brookline's state aid request.

Coolidge Corner: The Director has reached out to Charlie Simmons and Ray Masak to begin planning for the renovations at Coolidge Corner, which will take place in FY' 18. C. Simmons suggested that the Director speak to Dan Bennett.

New Initiatives: A new work group to explore the possibility of using the multi purpose rooms as co-working spaces has been formed. To familiarize the Board with the co-working space movement, the Director encourages the Trustees to visit <http://www.wbur.org/bostonmix/2016/10/31/coworking-boston>. The Director and Assistant Director of Technology continue to explore the laptop vending machine for the Coolidge Corner Branch. C. Bignoli visited the Cambridge Public Library and was impressed with theirs. The vendor they are considering can be visited at <https://laptopsanytime.com/>. C. Bignoli is working hard on digital signage as well.

Grant: The Director announced that Reference Librarian Krista Barresi secured the Town-wide “Preservation Assessment and Collection Identification Initiative” grant for the Library and the Town of Brookline. More information about the grant can be viewed at: <http://mblc.state.ma.us/grants/lsta/forms/fy2018/TownWidePreservationAssessmentFactSheet.pdf> .

K. Barresi facilitated a partnership among the Library, the Town Clerk, the Brookline Historical Society and the Town Preservation Planner.

Staffing: L. Mellett is still out on medical leave. Zoya Spezhakov resigned as a page from the Coolidge Corner branch after 26 years of service to the library. Mike Lynch resigned as house-worker at Putterham to pursue a full-time job elsewhere. Several part-time Library Assistants have also resigned due to offers of full-time employment elsewhere or conflicts with school responsibilities. Shuang Huang was hired as a part-time Library Assistant at the Main Library. Shuang came highly recommended from Bill McGroarty, Veterans Affairs agent, and Kevin Stokes, CIO, Town of Brookline. Shuang had been working as an intern in both of those departments prior to his hiring at the library.

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

III. Committee Reports

Holiday Party Committee: The Holiday Party held on January 6, 2017 was a huge success. The Chair thanked the Holiday Party Committee for all of their hard work.

M Library Services Committee: A motion was made to accept the Test Proctoring Policy, which was distributed at last month’s meeting. This motion was seconded and passed with 1 abstention. It was then moved to accept the Study Room Policy, which was also distributed to the Board at last month’s meeting. This motion was seconded and passed unanimously.

Bylaws Committee: J. Margolis, M. Burstein, J. Rees, J. Vanderkay and G. Jones have agreed to serve on the Bylaws Committee.

IV Old/New Business

Director’s Evaluation: The Director will have her self-evaluation to the Chair by January 31. The Chair will then share this evaluation with the Board. The Chair asked the Board members to email her their evaluations by February 14. The Chair will email a timeline with due dates to the Board.

M Executive Session: Brian Magner, Town Labor Counsel, arrived. By roll-call vote, the Board unanimously decided to enter into Executive Session for purposes pursuant to M.G.L. c. 30A, sec. 21(a), and for discussing strategy with respect to pending/threatened litigation, as an open meeting might have a detrimental effect on the litigation position of the Board, and the Chair so declared. After a briefing given by B. Magner, by roll-call vote the Board unanimously decided to exit from Executive Session.

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 8:45 p.m.

A true record.

ATTEST

Judith A. Vanderkay,
Secretary

February 8, 2017