

A regular meeting of the Trustees of the Public Library was held on Tuesday, February 14, 2017 at 7:00 p.m. at the Main Library. Those present were:

Burstein	Jones	Margolis	Rees
Goldman	Livingston	Mehta	Vanderkay
Healy	Lohe	Moran	

Also present: S. Slymon, Director; A. Reed, Assistant Director; and C. Bignoli, Assistant Director of Technology.

I. Approval of Minutes

M It was moved to accept the minutes of the January 10, 2017 Board meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

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

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

The Director also distributed a pdf as requested. The staff collects samples of in-house usage data periodically. It reflects how many books were removed from shelves and left on tables by patrons:

Here are the results from our Internal Usage Week of January 9-15:

Brookline Village: 1,034

Coolidge Corner: 831

Putterham: 260

The new gates have been successfully installed, thanks to a lot of long days of complicated work by the Assistant Director of Technology, and in partnership with the vendor. A report on the attendance at the library for the first half of February was distributed along with some data from previous years, so we can begin looking at comparisons again.

Financial Report: The rolling annual financial report can be viewed at: <http://bit.ly/2hQydzB>.

The Director met with the Town Administrator, the Deputy Town Administrator and Mel, Melissa, and the Assistant Town Administrator to discuss the library's personnel overages and has agreed to use a significant portion of this year's state aid to offset the approximate \$200,000 deficit. It may still be necessary to do a transfer from the personnel services fund. The library has had a very difficult two years with many staff members sustaining significant and enduring injuries and illnesses. As the personnel line and the staffing of the library are insufficient to meet our needs without cutting services to the public, this is going to be an ongoing problem.

M Long Range Planning: The Director distributed the FY18 Action Plan for the Strategic Plan. A motion was then made to approve the FY18 Action Plan for the Strategic Plan. This motion was seconded and passed unanimously.

Coolidge Corner: The Director met with Ray Masak, Town Project Manager, in preparation for the Advisory Committee meeting on the Capital Improvement Plan for the Coolidge Corner renovations. The elevator, carpet, paint, repointing and a new roof are in the CIP for next fiscal year. We are working our way through the Advisory Committee meetings to get a recommendation for approval. Should the Advisory Committee approve, it will go to Town Meeting for final approval. The skylight replacement was not included in the CIP. It is expected that this work will take approximately six months and meetings with Sussman House will be planned in hopes of having a mini-location there. J. Rees will handle the Public Relations activity concerning the closing. The Director has been spending half of her

work schedule at Coolidge Corner trying to improve some of the problem areas there. Weeding has begun in earnest with help from the selectors in the Reference Department and guided by C. Wilkins's expertise.

New Initiatives: The library is going to add a vinyl record collection with a focus on local musicians. Staff will be lending records, as well portable record players. There is also a plan to have listening stations in the libraries.

Staff Gifts: The staff was asked what they would like to receive from the Trustees as a gift and "coffee" was the resounding response. The Director, Business Manager and K. Livingston purchased three Keurig coffee makers along with three huge baskets of coffee, tea and cocoa pods. The Friends of the Brookline Public Library generously provided the staff with lunch and desserts for Valentine's Day today.

Staffing: L. Mellett is still out on medical leave. S. Spector resigned as a page from the Main Library. G. Barboza was hired as the new house worker at Coolidge Corner. F. Herrera has permanently transferred as house worker from Coolidge Corner to the Putterham Branch. Several part-time Library Assistants have also resigned due to offers of full-time service elsewhere or conflicts with school responsibilities. Thus far four part-time Library Assistants have been replaced. Since some of the new part-time Library Assistants were promoted from within, there are now some page vacancies. M. Ranieri, full time Library Assistant at Coolidge Corner, has left to take a position at the Boston Public Library in their exceptional new Teen Central at Copley Square.

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

III. Committee Reports

Treasurer's Report: The Treasurer distributed a report on the income as of December 31, 2016 for the FY17 budget along with the FY17 Second Quarter Report.

Programming Committee: Brookline Reads continues to meet and numerous programs have been scheduled. These programs can be seen on the library's website at www.brooklinelibrary.org.

IV Old/New Business

Director's Evaluation: Today was the Board's deadline to submit their evaluations of the Director's performance to the Chair. The Chair has sent out a timeline with due dates to the Board.

Poet Laureate Selection Committee: M. Burstein has been asked by Donna Hollenberg of the Brookline Commission for the Arts to serve again on the Town's Poet Laureate Selection Committee as an official representative from the library. A motion was made and seconded to authorize M. Burstein to serve on the Town's Poet Laureate Selection Committee as an official representative from the library. This motion passed unanimously.

Change of Trustees Meeting Date: Due to the Passover Holiday beginning on April 10, it was moved and seconded to move the April Trustee meeting to April 6, 2017. This motion passed unanimously.

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
March 8, 2017