

Trustees Minutes

April 6, 2017

A regular meeting of the Trustees of the Public Library was held on Thursday, April 6, 2017 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Jones	Margolis
Goldman	Livingston	Mehta
Healy	Lohe	Moran

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

I. Approval of Minutes

M It was moved to accept the minutes of the March 22, 2017 Board meeting. This motion was seconded and passed with one abstention.

II. Library Director's Report

Circulation: The attendance report for March was distributed. Circulation increased 9% at the Coolidge Corner Branch, 7-1/2% at the Putterham Branch and 3% at the Main Library.

Financial Report: The rolling annual financial report can be viewed at: <http://bit.ly/2hQydzB>. The Director is still anticipating shortfalls in the personnel line and she has been working closely with the Assistant Town Administrator, Austin Faison. The Advisory Committee and Board of Selectmen voted to recommend that the carpet, windows and elevator projects at the Coolidge Corner Branch all be funded, though there was some controversy regarding the elevator and the windows. The total recommended appropriation was \$665,500. This recommendation will now go to Town Meeting. There may be a call for a reconsideration vote on the windows and the Director would like the Board of Library Trustees to strongly advocate for this.

Coolidge Corner: The Director has had several meetings with the Building Commissioner, the Director of Public Buildings and the Project Manager to begin the real planning of the FY'18 renovation at the Coolidge Corner Branch. Weeding has been completed in the following collections: Adult Graphic, Science Fiction, Fantasy, DVD's, Teen Materials, Great Courses (DVD's and CD's), Travel and Test/Career. Currently the staff is working on Adult Fiction, Reference, Adult Nonfiction and Music. N. Layne, Children's Supervisor, and P. Sharaga, Children's Librarian, are weeding the Children's Room collection. The Director especially wanted to thank A. Clark, Reference Supervisor, C. Wilkins, Collection Development Librarian, R. Brenner, Teen Librarian and R. Mackenzie, Reference Librarian, for taking the time to assist in this tedious process. The mezzanine is being cleaned so that items can be inspected and then either digitized, stored at the Main Library or disposed of.

New Initiatives: C. Wilkins has been working hard on the prep work for this summer's collection movement project. The staff is excited to deploy all of the action items for FY'18 from the Strategic Plan, which was recently approved by the Mass Board of Library Commissioners.

Outreach: The Director had limited opportunities for outreach this month, as she had eight night meetings and spent a great deal of time preparing for them. She did, however, get to Newbury Comics to start the partnership for the vinyl records collection, which the Foundation is funding, and she hopes to deploy the collection later in the spring. She also met with Mary Ellen Dunn to start the conversation about how the inflation of the school population is affecting the library's ability to provide service, particularly at the Main Library location.

M **Staffing:** Nancy Chadburn, Coolidge Corner Branch Library Assistant, has announced her retirement after 17 years. Her last day will be April 30, 2017. Araceli Hintermeister, part-time Reference Librarian, has resigned, as she was offered a full-time position elsewhere. Liz Mellett is still out on sick leave. A motion was made to authorize the Chair to spend up to \$200.00 for a gift for N. Chadburn and to send a flower arrangement to L. Mellett. This motion was seconded and passed unanimously. The Director informed the Board that when she started 21% of the staff were members of minority groups. That statistic has increased to 28%.

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 draft budget proposal for FY'18. As an error was found in the the total for the FY'17 budget, the Treasurer will double-check the figures and re-send it to the Board before next month's meeting so that the Board can then vote on it. The Treasurer will also include the endowment and other account totals in the report.

Programming Committee: Brookline Reads continues to meet. Scenes from "Julius Caesar" by the Commonwealth Shakespeare Company will be at the Main Library on April 25, 2017 beginning at 6:30 p.m. The Tee-Off event will be held on June 17 at the Main Library and will have a Star Wars theme.

By Laws Committee: The Committee distributed the By Law Review Committee Report, as well as the proposed changes to the By Laws. The Board will vote on the bylaws at next month's meeting.

Foundation: K. Livingston gave a Foundation report: A Tour of the Coolidge Corner Branch was given to service providers for Jewish Community Housing and Brookline Housing, as well as Foundation members. A tour of the Main Library was given to the three newest Foundation members, who then received orientation books. The Assistant Director gave a tour of the Preservation Vault to rally enthusiasm around raising funds for a new vault. The Foundation will host a "Coffee in the Library" meeting on April 25 at the Main Library in hopes of attracting new members. The Director of the Library will also attend. The Foundation has also been busy helping to raise monies and support for Team Brookline and the marathon runners.

IV. Old/New Business

Director's Performance Appraisal: A motion was made to authorize the Chair to negotiate the contract with the Director. This motion was seconded and 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 9:45 p.m.

A true record.

ATTEST

Judith A. Vanderkay,

Secretary

April 28, 2017