

Trustees Minutes

May 9, 2017

A regular meeting of the Trustees of the Public Library was held on Tuesday May 9, 2017 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Rees
Burstein	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	

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 April 6, 2017 Board meeting. This motion was seconded and passed with one abstention.

II. Election of Officers

M G. Jones, as Senior Trustee, opened the meeting. The Nominating Committee informed the Board that the following candidates would be brought forward for consideration for the following offices: P. Mehta, Chair; R. Healy, Vice Chair; C. Lohe, Treasurer; and J. Vanderkay, Secretary. A motion to close the nominations was seconded and passed unanimously. A motion was then made and seconded to elect P. Mehta as Chair. This motion passed unanimously. P. Mehta then presided over the meeting. A motion was then made and seconded to elect R. Healy as Vice-Chair. This motion passed unanimously. A motion was then made and seconded to elect C. Lohe as Treasurer. This motion passed unanimously. A motion was then made and seconded to elect J. Vanderkay as Secretary. This motion passed unanimously. The Chair then asked the Trustees to choose the committees in which they would like to serve on and to let her know before next month's meeting. The Board then congratulated K. Livingston on her re-election as Trustee and welcomed C. Chanyasulkit to the Board.

III. Library Director's Report

M **Annual Motions:** It was moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Library Director and, in her absence, the Assistant Director to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations for which it has responsibility, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the Town as the case may be. This motion was seconded and passed unanimously. A motion to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing was seconded and passed unanimously. It was moved to meet the second Tuesday each month at 7:00 p.m. This motion was seconded and passed unanimously. A motion was then made to authorize the Director to transfer funds between any and all accounts in order to properly close out the FY17 budget. This motion was seconded and passed unanimously. A motion was made to accept the summer hours. This motion was seconded and passed unanimously. A motion was made to cancel the August Trustee meeting. This motion was seconded and passed unanimously.

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

https://magic.piktochart.com/output/22098465-2017_04_trustee_report.

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.

Coolidge Corner: The Director reported that the Advisory Committee process is over and the entire \$646,500 has been approved to do a renovation at Coolidge Corner. Once Town Meeting is over, we will need to begin to aggressively pursue the peripheral projects, if any. Some suggestions are funding the atrium plantings, perhaps switching to high end artificial plants funded by the Friends, adding glass around the children's room, replacing the skylights and renovating the circulation space/mezzanine. The following items are currently funded by the town: painting, carpeting, elevator, windows, re-pointing of the exterior, and installation of a new roof. Projects that are co-funded by the Brookline Library Foundation and Brookline Interactive Group include: wiring of the program room for broadcast and building a virtual reality satellite lab.

Weeding of the collection at Coolidge is continuing. The following collections have been completed: Spanish, Books on CD, Magazines and Adult Basic Ed/Literacy. Currently, staff members are working on the following collections: Adult Fiction, Reference, Adult Non-fiction and Music. N. Layne and P. Sharaga are working in the Children's Room. The Director thanked A. Clark, C. Wilkins, R. Brenner and R. Mackenzie for taking time from Main to go over to Coolidge Corner to help. The mezzanine is also being cleaned, making it easier to inspect the items there and either have them digitized, stored at Main, or disposed of.

New Initiatives: The vinyl collection order has been placed with Newbury Comics and the collection should become available by late May or early June.

Outreach: The Director and Business Manager attended the MASSBUYS Expo 2017, which was a one day conference that addresses the ins and outs of procurement in Massachusetts. They attended a number of interesting workshops that helped them understand the landscape. The Director also met with Brookline Booksmith to explore more frequent and formal partnerships moving forward. The Director, Assistant Director and Collection Development Librarian had an interesting meeting with a representative of America's Test Kitchen, which is moving its headquarters to Boston and has quite a lot of lovely furniture that the company would like to donate. Most of the furniture would look wonderful at the Coolidge Corner Branch. The Director expects to obtain the furniture sometime over the summer. The Assistant Director of Technology did an excellent job representing the Library at the Marathon in support of Team Brookline. The Director thanked those Trustees who came out to the marathon to support Team Brookline and those who came to the Saturday fun runs to stand with them. The Brookline Library Foundation is eagerly looking for new board members and hosted an excellent recruiting coffee session at the Main Library, where attendees had a great chat/mingle and received a "backstage" tour of the library by the Director.

M Staffing: Mary Bergman has announced her retirement, and her last day will be June 30, 2017. She has been with the library for 40 years. M. Rolsal, part-time Library Assistant I, resigned as she was offered a full-time position elsewhere. L. Mellett is still out. Today, Liz celebrated her 34th anniversary of working for the library. All employees will attend mandatory discrimination prevention training on May 24 and May 30. A Retirement Gift Recommendation was distributed to the Board. A motion was made and seconded to adopt the Retirement Gift Policy. This motion passed unanimously. The Director will inform the Board when such gifts are distributed but will not need to ask the Board for permission.

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

IV. Committee Reports

Treasurer's Report: The Treasurer distributed the budget proposal for FY18. A motion was made to accept the FY18 Board of Library Trustee Budget. This motion was seconded and passed unanimously. The Treasurer also included the endowment and other account totals in the report. A Board member moved to ask the Finance Committee to consider a standard percentage drawdown of the Board of

Library Trustees budget. This motion was seconded and failed with 1 in favor, 5 opposed and 3 abstentions.

Programming Committee: There will be two plays by the Commonwealth Shakespeare Company on the lawn at the Main Library on July 27 and July 28. The Tee-Off event will be held on June 17 at the Main Library and will have a Star Wars theme. The Assistant Director asked the Trustees to consider volunteering for these programs.

Bylaws Committee: The Committee distributed the proposed changes to the Bylaws. A motion was made and seconded to accept the proposed changes to the Bylaws. After a lengthy discussion, a motion was made and seconded to recall the motion and send it back to the committee for revisions. This motion passed with 8 in favor and 1 opposed. 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 hosted a "Coffee in the Library" meeting on April 25 at the Main Library in hopes of attracting new members. The Director of the Library also attended. The Foundation has also been busy helping to raise monies and support for Team Brookline and the marathon runners.

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 9:17 p.m.

A true record.

ATTEST

Judith A. Vanderkay,

Secretary

June 5, 2017