

A regular meeting of the Trustees of the Public Library was held on Tuesday, January 16 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Jones	Margolis
Chanyasulkit	Livingston	Mehta
Healy	Lohe	

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

I. Approval of Minutes

Minutes from the December meeting are not yet available for approval but will be presented at the February meeting.

II. Comments from the public

None

III. Library Director's Report

Circulation: The circulation report was distributed at the meeting, in paper format only.

This report provides a visual representation of the relative popularity of various media items. J. Margolis requested circulation data comparing years. Print is still our “bread and butter” but digital offerings, to our surprise, are much more expensive because publishers charge not only per item but also control each item’s circulation limits.

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

Personnel: The Director reported some turnover in full-time staff, resulting in promotions from within. Cailey Biles has been promoted from part-time Reference Librarian 1 to full-time Reference Librarian 1: Marketing/Programming. Lily Weitzman has been promoted from full-time Reference Librarian 1 to full-time Reference Librarian 2: Marketing/Programming.

Other current openings are:

Full-time Reference Librarian 1: Tech Support

Full-time Reference Librarian 1: Archives Support

Part-time Reference Librarian 1: Chinese Collections/Coolidge Corner

Traditional reference materials are being upgraded to more current resources.

V. Goldman inquired about the recent significant turnover in staff, and the Director noted that when she joined the library more than three years ago, the average age of employees was 63, so there have been many retirements. She also mentioned that adapting to change is always hard on staffs. She would like to begin doing exit interviews, since this represents best practice.

M Excess Furniture: The Director is looking for ways to dispose of old book trucks, red arm chairs, tech services desks, miscellaneous tables and shelving, hoping to donate items to other libraries. K. Livingston will inquire at Sussman House. If necessary, the town will take them away. A motion was made, seconded and passed unanimously to allow the Director to dispose of library furniture that has been replaced due to age and disrepair.

Library Journal Materials Survey: The Massachusetts Board of Library Commissioners requires Massachusetts public libraries to increase book budgets by 1.25% yearly. Our increases in downloadable content are significant. Ebooks and audiobooks are much more expensive than print. We continue to purchase databases that are not well utilized.

Nationally, literary fiction, mystery and romance do well, especially in ebooks. Cooking is #1 in print, followed by biography and memoir, which is #1 in ebooks.

Coolidge Corner: Things are flying along. The bid packet is going out at the end of the month.

Foundation Tech Funding: The live broadcast virtual reality studio at Coolidge Corner will be funded by the Foundation.

Partnership with Booksmith: The Brookline Booksmith has begun using library program room at the Coolidge Corner branch for programs needing more space than they have on site, but less than would mandate using the Coolidge Corner Theater. Programs will be co-sponsored by the Staff Programming Committee.

Friends: The Friends of the Brookline Public Library has recently been augmenting programs at branches.

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

IV. Mid-Year Treasurer's Report – C. Lohe

The Treasurer presented a two-page report with operating expenses on the first page and holdings on the second. She noted that though it may seem that we are under-spending, most of the expenses come due in the second half of the fiscal year. The town pays the bills and we reimburse the town. We spend town-authorized funds first.

G. Jones inquired about the use of the Romanow fund, which requires that it be fully spent on professional development every year. He recommended using unrestricted funds to increase the size of the fund. This will be discussed at a later meeting.

The Treasurer noted that our investment strategy has been strong, as has the stock market. Our endowment is about \$4.6M.

The Foundation will continue to support children's programming and will pay for the proposed Transit Screen.

V. Committee Reports

Staff Appreciation Event: C. Chanyasukit stated that this is the Holiday Party's new name. A snowstorm forced the event's rescheduling to January 26. Vendors, except massage folks, have been flexible. We have hired servers and a bartender.

Programming :

R. Healy reported that Colson Wilson, author of Underground Railroad, will speak at the High School on April 25; the Director will introduce him.

Panel, April 12 – Retired judge Nancy Gertner will chair this panel. The participants are Patricia Wen (Globe Spotlight Team reporter on six-part series on race in Boston, lives in Brookline), Margaret Burnham (professor at [Northeastern University School of Law](#) and the founder of the [Civil Rights and Restorative Justice Project](#) there), Barry Bluestone (Professor of [Political Economy](#), founding director of

the Kitty and Michael Dukakis Center for Urban and Regional Policy, and the founding dean of the School of [Public Policy & Urban Affairs](#) at Northeastern University) and possibly others.

The movie “Our Mockingbird” will be shown at the Senior Center and the library. Director Sandy Jaffee will speak.

Tours of the Underground Railroad stops in Brookline are planned.

VI. Old and New Business

Director Evaluation: We reviewed and modified the schedule –

The Director will submit her self-evaluation on January 23.

Trustees will submit responses by January 30.

The Chair will summarize Trustees' responses with a quantitative analysis.

Conflict of Interest Exam: We are all up to date so don't have to take it until next year.

Board Development Update: Statutorily we must appoint a trustee to fill Jennifer Rees's spot. The opening has been publicized on the town website and the Tab has been notified. Deadline for resumé's to be submitted is February 2. On February 5 or 6, trustees will meet to conduct interviews, and the Convention with the Select Board will occur on February 13. (S. Slymon is not able to attend.) We have reserved both dates, but February 5 will be cancelled if we don't need two meetings. On February 6, interviews will be scheduled from 5:30 pm to 7:30 p.m., at which time we will begin our regular Board meeting.

Board Retreat: Following discussion, it was decided to postpone holding another board retreat until the fall, since we will have at least one new trustee by then. There was no vote or formal decision about a specific date for the retreat.

VI. 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

Carol Axelrod, January 21, 2018

Substitute Secretary