

Trustees Minutes

February 6, 2018

A regular meeting of the Trustees of the Public Library was held on Tuesday, February 6, 2018 at 7:30 p.m. at the Main Library. Those present were:

Burstein	Livingston	Mehta
Chanyasulkit	Lohe	Vanderkay
Healy	Margolis	

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

I Approval of Minutes

M It was moved to accept the minutes of the December 12, 2017 and January 16, 2018 Board meetings. The motion was seconded and passed unanimously.

II Library Director's Report

Circulation: Due to the change in date of the Board meeting, the January 2018 circulation report was distributed in paper format only.

This Month in Libraries: *Funding: Massachusetts Libraries Say State Budget Stacked Against Them*
<http://lj.libraryjournal.com/2018/01/funding/imls-report-state-library-funding-still-suffering/>

M It was moved to establish the Linda Z. Ardrey Memorial Fund for Women's History and Biography (Ardrey Fund). The motion was seconded and passed unanimously.

M It was moved to close the library on Wednesday, June 6, 2018, for the annual Staff Development Day. The motion was seconded and passed unanimously.

M It was moved to accept the proposed FY 19 major project activities for the Long Range Plan. The motion was seconded and passed unanimously.

Library Cards: In light of the new push to unify the Library's image, the director would like to consider changing the library card design away from Minuteman and back to Brookline. The original library design, a "modern" option, a children's option and a teen option are suggestions.

M It was moved that the Trustees enthusiastically support the library card initiative. The motion was seconded and passed unanimously.

Coolidge Corner: Bid packets went out on February 1, 2018. It is anticipated that the branch will close in June and reopen in December. The contract is expected to be available to be signed at the April Trustees meeting, and the hope is to go to the Select Board for final approval on April 17.

The Director has begun meeting with staff to discuss weeding, collection development, furniture needs, IT and electrical requirements, staff scheduling, and services at Sussman House.

At this point the plan is to remove the left-hand ramp and replace it with an ADA-compliant ramp inside the atrium.

The Director met with Erin Gallentine to begin discussing the exterior landscaping.

The Coolidge Corner Branch Library Renovation Committee will reconvene on February 15, 2018 at 5:00 p.m. Michael Burstein is working on a list of PR activities, which he will have to the committee by February 14, 2018. That list will be used to build a timeline and assign responsibilities.

The Director is still waiting on the Union to begin to discuss the possibility of changing Putterham staffing.

On February 7, 2018 at 3:30 p.m. Ray Masek, Ryan Brennan, Callan Bignoli and the Director will meet architects at the Coolidge Corner Branch; all trustees are invited to attend.

Personnel: Cailey Biles has been promoted to full-time reference Librarian I with a focus on programming and outreach.

Mike Malone stepped down from his position as Senior Custodian and is now serving as a Building Custodian, in order to have more time to handle personal issues.

Call-in Line: If trustees are unable to attend a Trustee Meeting in person, they may remotely attend by calling 617-730-2364. They are requested to please alert Mimi Gaffey via email, if they are not attending a meeting or are calling in.

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

III Committee Reports

Foundation: The Foundation voted to fund three proposals: three laptop carts with 16 computers each for Brookline Village Youth Services, Coolidge Corner and Putterham Branches; expansion of the digital signage initiative; and Transit Screens for Brookline Village and Coolidge Corner Branch. The Select Board accepted the gift from the Foundation to fund these initiatives.

Friends: Judith Vanderkay conveyed the Friends of the Library's position that the Town should fund these types of technology initiatives, referring to the laptops, as they are mainstream equipment and not experimental, rather than using the Foundation or the Friends of the Library funds.

Library Services Committee Update: Michael Burstein, committee chair, presented the proposed amended policies to the Board.

M It was moved to replace the current Brookline Room Policies with the recommended revised Brookline Room Policies. The motion was seconded and passed unanimously.

M It was moved to amend the existing Meeting Room Policy to add "Special programs may be held in the Brookline Room or computer lab in the Brookline Village location provided the event is sponsored or co-sponsored by the library." The motion was seconded and passed unanimously.

M It was moved to amend the current Appropriate Patron Behavior Policy by deleting #13: "With the exception of service animals, no animals are allowed in the Library without the approval of the Library Director." The motion was seconded and passed unanimously.

IV Old/ New Business

Library Director's Evaluation: The Chair has received all Trustee responses and will prepare a draft for the full Board following the established timeline.

Trustee Vacancy Update: Board members are expected to arrive at the Town Hall Select Board February 13, 2018 meeting by 6:45 p.m. for the joint convention.

Change March Board Meeting Date to March 20:

M It was moved to change the date of the March 13 Board Meeting to Tuesday, March 29, 2018. The motion was seconded and passed unanimously. The Chair will send a meeting reminder and requests all materials be sent for the agenda no later than March 6, 2018.

M It was moved to close the Coolidge Corner Branch Saturday, May 5, 2018 for the Foundation's Derby Fundraiser. The motion was seconded and passed unanimously.

Foundation: The Foundation has voted to fund an opening day collection for Coolidge Corner Branch. The Foundation has received a \$50,000 bequest to fund technology equipment and training.

Brookline Eats! The brochure containing all the events scheduled from February through May 2018 was distributed and the Board encouraged to attend.

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 8:24 p.m.

A true record.

ATTEST

Judith A. Vanderkay,

Secretary

February 23, 2018