

Trustees Minutes

May 2, 2018

A regular meeting of the Trustees of the Public Library was held on Tuesday, May 2, 2018 at 8:00 p.m. at the Main Library. Those present were:

Axelrod	Healy	Margolis
Burstein	Livingston	Mehta
Givens	Lohe	

Also present: S. Slymon, Library Director; and Arthur Wellington Conquest III and Larry Onie, members of the public.

I. Comments from Members of the Public

Mr. Conquest provided comments about his concerns with a panel that was one of the 2018 Brookline Reads programs. Mr. Onie asked about a personnel matter upon which the Trustees could not comment due to confidentiality requirements, directing Mr. Onie to the office of Town Counsel.

II Approval of Minutes

M It was moved to amend the agenda to add the approval of the minutes of the last Trustees meeting minutes to the agenda. This motion was seconded and passed unanimously.

M It was moved to accept the minutes of the April 10, 2018 Board meeting. This motion was seconded and passed unanimously.

III. Library Director's Report

Circulation: The Director reviewed for the Board the April reports, including circulation, turnover, attendance, library cards issued, computer sessions and pages printed.

Financial Report: Director Slymon discussed updating access permissions for Trustees to the financial report document on Google Drive.

Public Housing Activity: Discussion took place concerning ways to collaborate with Town public housing developments to offer library books and library cards.

Staffing: Maureen Sullivan is retiring from the library.

State of Libraries Report: Discussion was had about the new State of Libraries report available, and it was recommended that Trustees review it.

M **Hours:** It was moved to implement Coolidge Corner Branch summer hours at the Putterham branch and summer weekend hours at the Brookline Village location. This motion was seconded and passed unanimously.

Coolidge Corner: The public has been offered tours of the Coolidge Corner branch, highlighting the upcoming renovations and answering any questions people may have. Tours were attended by members of the public on both Saturday and Sunday prior to the present meeting. An additional informational session for the public will take place in the Atrium of the Coolidge Corner branch on Sunday, May 6, as the program room will be used to set up for the upcoming May 8 elections. An information session for the public also was held at the Putterham Branch on May 1, which answered questions and took comments from the public about the upcoming change in summer hours at Putterham. Various Trustees have attended all tours and sessions.

Director Slymon has continued to meet with the contractor, and the plans for the Coolidge Corner renovation appear to be on schedule.

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

IV. Treasurer's Report

Treasurer Lohe informed the Trustees that the Finance Committee will be convening in order to present the Board with a proposed budget at the next meeting.

V. Committee Reports

Programming Committee: R. Healy provided an overview of all of the Brookline Reads programming, which culminated in the feature event with Colson Whitehead, the author of this year's book. The event was attended by more than 600 people. Discussion ensued about the strengths of this year's Brookline Reads program, opportunities and what could be learned, and what could be considered going forward.

Coolidge Corner Committee: On June 2, the website will shut down temporarily for a communication update. June 4 will mark the opening of the temporary library at Sussman House. There will be a meeting of relevant staff on Friday, related to the renovations at Coolidge Corner. Information sessions for the public regarding renovations at Coolidge Corner will take place Sunday, May 6, at 11 a.m. and Thursday, May 10, at 7 p.m.

**V. Old and New Business
Annual Motions**

M It was moved that the Board authorize, pursuant to Chapter 41, Section 56, and Chapter 78, Section 11 of the 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.

M It was moved to use trust funds to pay for Massachusetts Library Trustee Association dues for those Trustees so wishing. This motion was seconded and passed unanimously.

M It was moved that the Board of Trustees shall meet the second Tuesday of each month at 7:00 p.m. This motion was seconded and passed unanimously.

M It was moved to authorize the Director to transfer funds between any and all accounts in order to properly close out the FY18 budget. This motion was seconded and passed unanimously.

M It was moved to cancel the August 2018 Board meeting. This motion was seconded and passed unanimously, with one abstention.

Brookline Day: Brookline Day 2018 will take place on Sunday, September 23. All Trustees were asked to volunteer for at least one of the overlapping one-hour time slots that run from 11 a.m. to 3 p.m. A sign-up form was distributed and entries made.

Election of Officers: At the Board's June 12 meeting, the Trustees will elect Officers of the Board of Library Trustees.

May 8 Town Elections/Override: Two library positions are included in the proposed Operational Override, the Facilities Coordinator and the Children's Librarian.

Committee Report Form: The group discussed the new Trustee Committee Report form. The form should be submitted to the Chair at least 10 days before the next meeting. For example, timely committee reports for the next Board Meeting are due June 2.

Other: The upcoming Putterham listening sessions were discussed, and various trustees, particularly members of the Staffing and Hours Committee, are planning to attend.

The Kentucky Derby Library Foundation fundraiser is taking place on Saturday, May 5. Trustees and staff have been 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 9:05 p.m.

A true record.

ATTEST

Puja Mehta,

Chair

May 25, 2018