

Trustees Minutes

June 12, 2018

A regular meeting of the Trustees of the Public Library was held on Tuesday June 12, 2018 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Givens	Jones	Margolis
Burstein	Goldman	Livingston	Mehta
Chanyasulkit	Healy	Lohe	Vanderkay

Also present: S. Slymon, Director; A. Reed, Assistant Director, C. Bignoli, Assistant Director of Technology and R. MacKenzie, Interim Reference Supervisor.

I. Approval of Minutes

M It was moved to accept the minutes of the May 2, 2018 Board meeting. This motion was seconded and passed unanimously.

II. Election of Officers

M G. Jones, as Senior Trustee, opened the meeting and called for nominations from the floor for Chair. A motion was then made and seconded to nominate P. Mehta for Chair. This motion passed unanimously. P. Mehta then presided over the meeting, and called for nominations from the floor for Vice-chair, Treasurer and Secretary. A motion was made and seconded to nominate R. Healy for Vice-chair. This motion passed unanimously. A motion was made and seconded to nominate C. Lohe as Treasurer. This motion passed unanimously. A motion was made and seconded to nominate J. Vanderkay and K. Givens for Secretary. J. Vanderkay decided not to accept this nomination. The motion to nominate K. Givens for Secretary was passed unanimously. The Chair then asked the Trustees to choose the committees on which they would like to serve and to send her an email by June 19, 2018.

III. Library Director's Report

Circulation: Circulation: The circulation chart for May can be viewed at: https://magic.piktochart.com/output/22098465-2018_05_trustee_report.

Financial Report: The rolling annual financial report can be viewed at: <http://bit.ly/2hQydzB>. The Director and Business Manager have met and are working to consolidate, reduce and close any extraneous purchase orders and move money from line to line. This will enable the Director to use any overages to cover lines where there are shortages. The Deputy Town Administrator and the Assistant Town Administrator are concerned that the library may need to ask for a reserve fund transfer for personnel, but the Director is still confident that it will all balance out by the end of the fiscal year.

M **Preservation Vault:** The Director reported that Krista Barresi has been working hard in the preservation vault on the materials housed there. Some of the items have been somewhat neglected for quite some time, and needed to be re-packaged and checked for condition and cataloging accuracy. During this process, Krista identified quite a lot of materials which fall outside of the scope of both the library's mission and collection development policy. Roy MacKenzie, Interim Reference Supervisor gave a short presentation to the Board about the materials, which have been on display inside the Trustees Room since, June 8, 2018, if any Board member wanted to take a look at them. A motion was made to de-accession those items to be sold to benefit the Preservation Fund. This motion was seconded and passed, with one opposed.

M **Rabbit Hole:** Caroline Richardson cleaned out the storage closet behind the Rabbit Hole and found about half a dozen interesting collections of which no one was aware. Some are fun, and the plan is to do digital exhibits but one appears to have significant financial value. A motion was made to put the items

on social media to learn more about these items and to re-visit these collections at the September Trustee meeting. This motion was seconded and passed unanimously.

Director's Outreach: Last year the Director went to the PEN America talk at Book Expo in NYC, and found it far and away the most interesting part of the event. It was with great interest that the Director looked for information about this year's presentation, which addressed the future of free speech and the imbalance of power in America. You can read more about the 2018 talk here at: <https://lj.libraryjournal.com/2018/06/events-category/pen-america-presents-can-free-speech-saved-bookexpo-2018/>. The transcript of the panel is linked at the bottom of the article. You can find an article about the 2017 talk on the First Amendment and hate speech at: <https://www.publishersweekly.com/pw/by-topic/industry-news/bea/article/73852-pen-america-first-amendment.html>

M Coolidge Corner: Coolidge Corner closed at 5:00 p.m. on Saturday, June 2, for the renovation project. A team worked all day in the library on Sunday to finish up last minute loose ends and to supervise the professional movers who packed all the book cases on the walls and stored the books in the basement. The movers also brought the entire Chinese and Russian collections to Brookline Village. Sussman House opened on Monday, June 4, at 9:00 a.m. There were two parties, one for residents and one for the public, which were lovely and well attended. The Director thanked the Coolidge Corner Building Project Committee and particularly thanks Karen Livingston for planning and executing the parties.

The contractors arrived on Monday morning ready to work. When Coolidge Corner closed, 11,000 items were checked out. To date, there are 8,000 items checked out. A motion was made to allow the Director to de-accession some of the furniture at Coolidge Corner. This motion was seconded and passed unanimously.

M Staffing: The Director is sorry to report that Lauren Gallina, Cataloger 2, is leaving to move home to Tennessee, as her husband got his dream job. The Director and the Board of Library Trustees wish Lauren well, and will miss her. The two new positions created by the override will be filled in the late summer or early fall. The Director is working closely with Dan Bennett and Charlie Simmons of the Building Department to develop the job description for the Facilities Manager, and plans to ask one or both of them to sit on the interview team when the time comes.

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 a report prior The Treasurer distributed the budget proposal for FY19. A motion was made to accept the FY19 Board of Library Trustee Budget. This motion was seconded and passed unanimously. The Treasurer reported that State Street statement as of May 31, 2018 has a balance of approximately \$4 and half million dollars. M. Burstein stated that he would like to see an increase in the materials line each fiscal year. The Board liked the standout colors in the proposal and thanked the Treasurer for her presentation.

M Library Services Committee: With the recommendation of the Library Services Committee it was moved to approve the following policies: the Library Connection Policy, the Library Password Policy, the Library Programming Policy, and the Library Test Proctoring Policy. This motion was seconded and passed unanimously.

Foundation: K. Livingston stated that the Foundation netted \$5,000 from the Kentucky Derby event. The number of non-profit agencies around Town has dramatically increased since the Foundation was established and that is a huge factor in fundraising. The Foundation is searching to expand its membership.

Friends of the Brookline Public Library: J. Vanderkay reported that the Friends Annual meeting held on June 6, 2018 was well attended and enjoyed by all.

V. **Old/New Business**

Pride Parade: The Director and twelve staff members marched in the Pride Parade in Boston on June 9, 2018, and 5,000 book marks were handed out. The handling of next year's parade participation will be referred to the Library Services Committee.

Brookline Day: This year's Brookline Day will be held on September 23, 2018 from 11:00 a.m. until 3:00 p.m. Please let the Chair know if you would be willing to volunteer on that day. Going forward, the Chair would like to see the Trustee members schedule to volunteer according to their term.

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 9:30 p.m.

A true record.

ATTEST



Koinonia M. Givens,

Secretary

June 27, 2018