

## Trustees Minutes

July 10, 2018

A regular meeting of the Trustees of the Public Library was held on Tuesday July 10, 2018 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Goldman	Livingston	Mehta
Burstein	Healy	Lohe	
Givens	Jones	Margolis	

Also present: S. Slymon, Director and A. Reed, Assistant Director. C. Bignoli, Assistant Director of Technology was at the Selectmen's meeting to request authorizations to hire.

### I. Approval of Minutes

**M** It was moved to accept the minutes of the June 12, 2018 Board meeting. This motion was seconded and passed unanimously.

### II. Library Director's Report

**Circulation:** The circulation chart for June can be viewed at:

[https://magic.piktochart.com/output/22098465-2018\\_06\\_trustee\\_report](https://magic.piktochart.com/output/22098465-2018_06_trustee_report). To date, 9,600 items that were checked out of the Coolidge Corner Branch have been returned.

**Financial Report:** The rolling annual financial report can be viewed at: <http://bit.ly/2hQydzB>. The personnel budget balanced out for the first time that anyone can remember, and there will be no need to augment it with State Aid.

**Director's Outreach:** The Director reported that the American Library Association (ALA) took an unusually strong position on the separation of families at the border that she found very interesting. You can view it at: <https://americanlibrariesmagazine.org/latest-links/ala-statement-refugee-family-separation-policy>. The Director has been accepted into NELLIS II, which is a retreat for library supervisors in upper management.

**Coolidge Corner:** The Director had a site meeting earlier today and announced that the contractor is three weeks ahead of schedule. She reported that the envelope work is going very smoothly and huge progress has been made on re-pointing, re-grouting, and rebuilding of the exterior stairs. The roof demolition is scheduled to begin on Monday. The contractors have also begun preparing ceilings and floors for both lifts as well as the gorgeous glass wall surrounding the Children's Room. The Director distributed photos of the demolition of some of the office walls. The Director is scheduling the painter, gardening company, carpet and is also writing the RFQ for the art project. The Director expressed her disappointment that the art project was not funded.

**Staffing:** The Director reported that a new full-time Building Custodian has been hired. Paul Lacy has been in the Highway Department for the Town for the past 13 years. He has been training with Felix Pena for the last two weeks, and staff are looking forward to working with him. The Director has also submitted authorization to hire requests for a Cataloger II, a Tween Librarian, another Building Custodian, and a Reference Supervisor III.

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

### III. Committee Reports

**Treasurer's Report:** The Treasurer distributed a Finance/Investment report to the Board. Bob Mast is the new Chair on the Investment Committee. The Treasurer also thanked Chitra Staley and Charles Freifeld, both of whom are rotating off after their many years of service. The Treasurer then reported

that the final books and materials expenditure for FY'18 was \$181,105. This represents \$160,000 from the FY'18 Board of Library Trustees budget. The Treasurer is gathering final FY'18 expenses in anticipation of reporting to the Library Board of Trustees in September. The Treasurer will come to the library on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month to execute warrants. The Treasurer informed the Board of a display currently at the library honoring the works of nationally known painter and sculptor, John Wilson.

**IV. 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 7:45 p.m.

A true record.

ATTEST

A handwritten signature in black ink, appearing to read "Koinonia M. Givens". The signature is written in a cursive, flowing style.

Koinonia M. Givens,

Secretary

July 21, 2018