

A regular meeting of the Trustees of the Public Library was held on Thursday November 8, 2018 at 7:00 p.m. at the Main Library. Those present were:

Burstein	Healy	Lohe
Martin-Page	Jones	Margolis
Goldman	Livingston	Vanderkay

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

I. Approval of Minutes

M It was moved to accept the minutes of the September 11, 2018 meeting with the changes made and to have K. Livingston as Acting Secretary. This motion was seconded and passed unanimously.

II. Library Director's Report

Circulation/Financial: The circulation stats were distributed to the Board of Library Trustees.

M **Transportation Line:** The Town has agreed to allow the Library to create a Transportation line in the library's budget. The Transportation line would allow staff to be reimbursed for expenses incurred in the course of their responsibilities for transportation to meetings, trainings, seminars, etc. It is similar to the mileage reimbursement that staff, who use their personal cars, receive. In order to fund the line, the Trustees need to vote to allow the Director to move money into the new line. A motion was made to allow the Director to move \$1,000 into the Transportation line. This motion was seconded and passed unanimously.

M **Coolidge Corner:** As the design of the Coolidge Corner renovation is bold and clean, the Director requested that, in the interest of giving the public adequate time to appreciate the new space, there be a moratorium on art exhibits until 6 months after the re-opening. A motion was made for the same (i.e., to put a moratorium on art exhibits until 6 months after the re-opening). This motion was seconded and passed unanimously. Currently, there are only 157 items checked out from Coolidge Corner or 1% of what was out the day the Coolidge Corner Branch closed. The Director noted what a great job staff did by getting almost 12,000 items checked in, sorted and then properly re-shelved. The garden was not installed last week, as the gardeners were worried about the amount of work still being done and its impact on the plants. The following will be completed in the next two weeks: Carpeting, Painting, Windows, Elevators, Furniture, Data and Electrical. The Director is still hoping for an early December re-opening. Coolidge staff will move back to the renovated building November 13, 2018 to help with unpacking and to familiarize themselves with the new space.

M **Main Children's Room:** The Business Manager has ordered all new book trucks for the Children's Room at the Main Library. A motion was made to dispose of all the old wooden book trucks from the Children's Room. This motion was seconded and passed unanimously.

M **Disposition of Toys:** The Board of Trustees has been discussing the disposition of the Talfourd Alice of Wonderland toys and the literary themed porcelain dolls for quite some time. The month-long campaign on social media to see if anyone could help the library identify where they originated from was unsuccessful. At the September meeting, the Trustees expressed a legal concern about the ownership of the toys and asked the Director to investigate what needs to be done to ensure that they belong to the library. A. Reed read the Trustee Minutes from 1972 to present day and there was no mention of the toys being given to the library. After conferring with Town Counsel, it was suggested that the Director speak with D. Geanakakis of Purchasing. He suggested posting an Invitation to Bid Obsolete or Surplus Items Offered for Sale in the Tab. A motion was made to put in a requisite legal notice. This motion was seconded and passed unanimously.

Long Range Plan Update: The Director distributed the Long Range Plan Update, which included FY18 Action Items Wrap Ups, the FY19 items update, and her FY20 proposals.

New processes for staff: The Director is pleased to announce that there is finally a plan to create annual evaluations for part-timers. Evaluations will be completed in January of each year. The document can be viewed at:

<https://docs.google.com/document/d/1IZGVN1Uc9ce6xBKPTzMxjmqNAOn2BjQQgQ5Ir-T8HrU/edit?usp=sharing>

The semi-annual evaluation for full-timers, which is also completed in January, has also been edited. The document can be viewed at: <https://docs.google.com/document/d/1mhqkRZ20IVM3-1pgGeWnNexi8cRgOhHdEWZrtL9NI6s/edit>

Also, a formalized 90 day plan for new employees can be viewed at:

https://docs.google.com/document/d/1CUS5u3T1J_IPOzJILKNMznqsPLeYOI_C0OHliLelfzY/edit?usp=sharing

Staffing: A new Cataloger II for Technical Services has been hired. Tiffany Wilson will be moving from Maryland to join the library staff. Tiffany has a great deal of experience and is interested in equity and access issues to promote equality and inclusion through cataloging. Will Harlan was promoted from a Reference Librarian I to a Technical Librarian II. The Director has one more interview for the Facilities Manager position scheduled for November 26, 2018.

M Putterham: At the next Trustees meeting, the Director will give the results of the two surveys of patrons conducted, which asked patrons how they liked the new hours and how they used them.

Town Meeting: Town Meeting will take place next week. As the Director will be out of the country, she is not anticipating any questions regarding the libraries. M. Kleckner and/or M. Goff will field any questions should they arise.

Volunteer Luncheon: The Volunteer Luncheon will be held at the Coolidge Corner Library on December 12, 2018 and will be catered by Vine Ripe Grill.

M Tween Room: A motion was made to close the Tween Room (Commons area) for up to 3 days to replace the carpeting and to do some painting. This motion was seconded and passed unanimously.

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

III. Committee Reports

Foundation: The first Brookline Library Foundation Sneak Peek Donor tour took place on October 30, 2018. The tour was very well attended and people seemed to like the aesthetic.

Friends: The Friends of the Library had their first meeting after the summer on September 24. Many staff requests for funding were granted over the break.

Programming Committee: The Programming Committee continues to work on a Trustee sponsored author event: An Evening with Hank Phillippi Ryan and Callie Crossley: The Story Behind the Story, which will be held on November 27, 2018 at 7:00 p.m. at the Main Library. Ryan and Crossley will explore questions inspired by Ryan's newest psychological thriller, *Trust Me*: How do we know what to believe? How do journalists uncover the truth? And how do reporters and writers translate investigation into narrative? Drawing from their work in journalism and fiction, they will discuss the idea of hunting for the real story, the work of reporters to discover and convey the truth, and the true crime stories that inspired *Trust Me*. This event is free and open to the public. Copies of *Trust Me* will be available for

purchase, courtesy of the Brookline Booksmith, and Ryan will be available for signings. The Annual Harry Potter Day held at the Main Library on October 28, 2018 for families, young fans, high school teens and adults was a huge success.

M **Officer's Report:** The Officers met to refine the timeline and finalize the text of the Library Director's performance appraisal. The Committee agreed on the reduction of areas of evaluation from 7 to 5, compressed the old timeline from 4+ months to a little more than 3 months for the process from start to finish and clarified the language of several assessment items. K. Martin-Page has agreed to edit the document for grammar changes. A motion was made to accept these changes as amended. The motion was seconded and passed unanimously. The Trustees were asked to have their appraisals to R. Healy by November 27. R. Healy will then compile the appraisals by the next board meeting.

M **Putterham Hours and Staffing Committee:** A motion was made to restore the original Putterham hours on November 13, 2018. The Committee reaffirmed the existence of the hours and staffing of the Putterham Branch. This motion was seconded and passed unanimously.

IV. Old/New Business

Staff Appreciation Party: The Staff Appreciation Part, formerly known as the Holiday Party, will be held at the Main Library on January 11, 2019 at 5:30 p.m. Please let C. Chanyasukit know if you are willing to set-up or help with cleanup.

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 9:10 p.m.

A true record.

ATTEST



Koinonia I. Martin-Page,

Secretary

2018