

A regular meeting of the Trustees of the Public Library was held on Tuesday February 26, 2019 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Mehta
Burstein	Jones	Margolis	Vanderkay
Chanyasulkit	Livingston (remotely)	Martin-Page	

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

I. Comments from the Public

Harry Freedman informed the Board that he would be interested in purchasing the Alice in Wonderland figurines. The Board thanked Mr. Freedman and will let him know the Board's decision.

II. Approval of Minutes

M It was moved to accept the minutes of the January 9, 2019 meeting. This motion was seconded and passed unanimously.

III. Election of Chair

M A motion was made to elect Regina Healy as Chair of the Board of Library Trustees. This motion was seconded. By roll-call vote, Regina Healy was elected as Chair of the Board of Library Trustees. If anyone would be interested in running for Vice Chair, please let the Chair know within the next ten days. The Chair distributed the job description for Vice Chair.

IV. Library Director's Report

Circulation: The circulation stats were distributed to the Board. There was a problem with the attendance gates at the Coolidge Corner Branch but it has since been fixed.

Financial: The rolling annual financial report can be found at:

<https://docs.google.com/spreadsheets/d/1IibvGm1WYNh2iqaFE95kNZdIS1RHDCcIvrKNZMHRQUo/e/dit#gid=0>.

Advisory Committee: The Advisory Sub-Committee met earlier tonight. There was no quorum at the meeting. The full Advisory Committee will meet this Thursday, February 28, 2019 at 7:30 p.m. The Director asked for as many Trustees as possible to attend.

Staff Turnover in the Library: The Director distributed a list of staff turnovers in the Brookline libraries for 2018 and noted that there were 17 internal promotions for 2018.

This Month in Libraries: There were a number of terrible instances of intolerance at ALA Midwinter. The Chronicle of Higher Ed did a good piece on some of it. It can be viewed at:

<https://www.insidehighered.com/news/2019/02/01/american-library-association-criticized-response-racism-complaint>. The Director stated that the Librarian is one of the luminaries in the library field and that she was shocked at her treatment and the treatment of other Women of Color at the conference. April is a prolific Twitter user and can be followed at her Twitter handle @AprilHathcock.

Tween Room: The Tween Room had a great grand opening last week. There were several hundred folks throughout the day, including a number of librarians from other towns to see what had been done. The room looks terrific, although there is still some furniture which has not yet arrived.

Staffing: Christiana Urbano was recently laterally transferred from a full-time Cataloger I to a full-time Reference Librarian I. Christiana was happy in Tech Services, but missed the work she did with the public and wanted to get back out front. Furthermore, Christiana has temporarily been appointed Assistant Branch Supervisor of Coolidge Corner, a position she will assume when Amanda Troha is on maternity leave. Jenny Rae Bailey will start on February 25th as the new full-time Cataloger I. The candidate for the Facilities Manager withdrew but there are two new candidates the Director is deciding on.

M Paula Sharaga: The Director thanked the Board for their heartfelt thoughts and in helping with the Celebration of Life tributes in memory of beloved Children's Librarian Paula Sharaga. A motion was made and seconded to establish a fund to offer children's programming on the topics of climate change, the environment, music and bicycling in memory of Paula Sharaga. This motion passed unanimously. The Board of Library Trustees will contribute \$5,000 from unrestricted trust funds. A motion was then made to reinvigorate the children's garden, install a plaque and plant a tree in memory of Paula Sharaga. This motion was seconded and passed unanimously.

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

V. Committee Reports

M Investment Committee Report: C. Lohe reported that State Street is aware of the volatile market but that there are no plans at this point to make any changes to the allocations. C. Lohe will review the old Investment Committee description with what this Board of Library Trustees approved.

Staffing and Hours: The Committee met and the Director distributed a spreadsheet of attendance and circulation data which showed a definite increase in usage of Putterham during the pilot, when Putterham adopted the regular hours of Coolidge Corner. The Committee would like to develop a concrete proposal to expand hours at Putterham. The Committee will meet again in May to bring a recommendation to the full Board of Library Trustees at the June meeting.

Library Services: The Committee met and discussed the role of library staff members attending events for outreach, and whether it could be considered volunteering. The Director checked with Human Resources, the Union and the Legal Department and they all agreed that because such events are work functions (as the staff would be doing outreach into the community to raise the profile of the library, and to further our official stated mission to be open and accessible to all), it would be in contravention with the law to ask staff to volunteer at a work event. If they are working, they must be paid. It would not be appropriate for the Trustees to have a policy that contravenes the law. Instead, the Library Administration recommends that we adopt a procedure (not a policy) outlined as follows:

If planning/running an outreach program that requires staff to participate off site and/or potentially outside of regular working hours, that the following order of operations must be observed:

- 1) The Chair of the Staff Programming Committee or appropriate Department Head and the Library Director or her designee shall determine whether or not the event is in service to our stated mission, and what the minimum amount of staff is that is necessary to successfully execute the event.
- 2) The Assistant Director will ensure that the library is completely staffed for the hours in which staff will be off site.
- 3) The Library Director or her designee will then determine the number of additional staff that the budget can support to send to the event.

The Board of Library Trustees accepted this recommendation from the Library Services Committee.

Anne Reed reported to the Library Services Committee that the Employee Emergency Procedures manual is in the process of being updated. When the update is done, the Library Services Committee will need to review the updated manual.

Friends: The Friends provided a catered Valentine's lunch at each branch. It was also reported that book sales are down. The Friends donated \$3,000 to the Quezalguaque Library in Nicaragua, which is part of the Brookline-Quezalguaque Sister City Project.

Foundation: The Foundation's goal for their appeal was \$105,000. The Foundation has thus far raised \$117,000 and has set aside \$25,000 for the library, which will be used for technology for the Ideospace.

VI. Old/New Business

M Disposition of Toys: A motion was made to authorize the Director to reach out to Skinner Auction House to sell the dolls and toys. This motion was seconded and passed unanimously.

M Director's Evaluation: P. Mehta moved and K. Martin-Page seconded that the Board of Library Trustees has completed the annual Director's Evaluation. This motion passed with 7 in favor, 1 opposed (C. Chanyasulkit), and 1 abstention (J. Margolis). Further discussion about the process and product of the annual Director's Evaluation resulted in a motion by G. Jones to form a Personnel Committee to design an evaluation tool in partnership with the Mass Board of Library Commissioners in advance of the June meeting. J. Vanderkay seconded the motion and the motion voted unanimously.

VII. 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 9:56 p.m.

A true record.

ATTEST

Koinonia I. Martin-Page

Secretary

2019