

## **Trustees Minutes May 14, 2019**

A regular meeting of the Trustees of the Public Library was held on Tuesday, May 14, 2019 at 7:04 p.m. at the Main Library. Those present were: Axelrod ; Burstein; Healy; Lohe; Vanderkay; Chanyasulkit; Jones; Margolis; Livingston; Martin-Page; and Mehta (remotely).

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

### **I. Public Comments**

Gary Jones recommended meeting room doors remain open to encourage public participation.

### **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 R. Healy for Chair. This motion passed unanimously via roll call vote. R. Healy 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 C. Axelrod for Vice-chair. This motion passed unanimously via roll call vote. A motion was made and seconded to nominate K. Martin-Page for Secretary. This motion was passed unanimously via roll call vote. A motion was made and seconded to nominate C. Lohe as Treasurer. This motion passed unanimously via roll call vote.

### **III. Annual Motions** M The following annual motions were made, seconded, and passed unanimously, except

where noted, as follows:

1. Moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Town Librarian and, in his absence, the Assistant Town Librarian to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations of which we have responsibility for same, 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;

2. Moved to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing;
3. Moved to continue to meet the second Tuesday each month at 7:00 p.m.  
Discussion ensued regarding changing the start of the meeting to 5:30pm or 6:00pm. Ultimately, said motion was amended to change the meeting time to 6:00pm, on the second Tuesday of each month. Said motion, as amended, was approved, with three opposed and one abstaining, and will take effect beginning in June 2019;
4. Moved to authorize the Director to transfer funds between any and all accounts, thereby closing out the FY 2019 budget;
  5. Moved to accept the summer library hours; and
6. Moved to cancel the August board meeting, which was passed with two opposed and one abstention.

Trustees will bring their calendars to the next board meeting in order to reschedule the October 8<sup>th</sup> board meeting, which meeting date conflicts with Yom Kippur.

G. Jones discussed the need for greater understanding about the dues paid to the MA Association of Library Trustees and any related benefits. G. Jones will research this matter further and report back to the board.

**IV. Secretary's Report M** It was moved to accept the minutes of the April 23, 2019 Board meeting. This motion was seconded and approved.

The Trustees received the following correspondence: reimbursement to K. Livingston; and three (3) thank you letters accompanying contributions to the Paula I. Sharaga Memorial Children's Programming Fund. The Library Director reported that donations to this fund are approaching \$20,000.

The Trustees prepared a card of for Linda Carlisle in recognition of her outstanding service as Foundation Chair.

## V. Library Director's Report

**The financial report can be viewed at:**

<https://docs.google.com/spreadsheets/d/1IlbvGm1WYNh2iqaFE95kNZdIS1RHDCclvrKNZMHRQUo/edit#gid=0>

**Circulation:** The circulation statistics were distributed to the Trustees and discussed. Print Circulation is down nationally. Hard audio print format also is down nationally and is being taken out of circulation in favor of streaming. In response to questions from Trustees, the Director reminded the board that comparative numbers for attendance from other towns is not available because this data is not provided by libraries. The Director still is working with C. Bignoli and other staff members to revise the format of the circulation report.

**This month in libraries:** The Director responded to Trustee's questions stemming from articles regarding the potential for mass shootings in public libraries. In particular, the board discussed the potential, and staff preparation, for violent crimes in Brookline libraries. The Director clarified that the library has policies addressing the same, those policies are posted for the public, and the staff receives relevant training (e.g., active shooter trainings, big red button, escape routes, emergency maps updated by C. Bignoli, and robust partnerships with Brookline schools and safety departments). The Director provided that Brookline libraries have seen a dramatic decline in criminal incidents.

**Executive Director Search Update:** The Director reported that there is a finalist for the position of Executive Director of the Minuteman Library Network, and she will be able to disclose the finalist's name at the next board meeting.

**Personnel:** The Director reported that Caroline Richardson has been promoted to Children's Librarian II at Coolidge Corner. Damian Ruff will be taking some time in June and July to welcome a new daughter. Part-time librarian Shuang Huang has resigned to pursue a full-time position in another field.

**Town Meeting:** The Director will attend the first night of Town Meeting to answer any questions that may arise. There are no items about the library before Town Meeting, other than the budget (which is to be approved as a part of the overall Brookline budget).

With respect to the toy collection appraisal by Mr. Skinner that the library purchased, the Trustees discussed whether there was a nonprofit organization rate for such services. The Director reported that she'd reached out to Mr. Skinner with the inquiry but had not yet received a response. She will update the board at the next meeting.

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

## **VI. Old and New Business**

The Assistant Director discussed the upcoming Brookline Village Fair on June 9<sup>th</sup>, which will offer opportunities for Trustees to participate from 1pm – 4pm in support of the library. During the June 9<sup>th</sup> fair, the library will be providing story times and other activities.

The Assistant Director also discussed the upcoming Tee Off event at the library on June 15<sup>th</sup>, where the library will offer to families and community members miniature golf, other activities, and refreshments. Doors will open at 12pm for all ages, and at 6pm for participants ages 21 and older.

There will be a Juneteenth celebration display at Coolidge Corner and Brookline Village branches.

J. Vanderkay reported on Friends of the Brookline Public Library board meeting, which convened on the night before, on May 13<sup>th</sup>. She shared copies of the Friends newsletter with the board and invited all to attend the Friends annual meeting on June 5<sup>th</sup>. She provided that the Friends board would be looking into issues with the book sale at the Coolidge Corner branch.

J. Vanderkay applauded the Coolidge Corner staff's flyer posted in the bathroom there that listed the call numbers and locations of books on sensitive topics. The Trustees praised this action by library staff and discussed the appearance of such sensitive topics sheets being shared nationally and on social media.

K. Livingston reminded the board about the upcoming program committee program, "An Evening with Dan Brown," happening the following evening, on May 15<sup>th</sup> at 7pm. Trustee volunteer duties have been assigned based on

the sign-up sheet distributed at the last board meeting. Volunteers were asked to arrive by 6:30pm. Four Brookline High School students have signed up to volunteer, including R. Healy's grandson. Trustee volunteers have been asked to greet participants and to serve as ushers at the start of the program. Trustees also were asked to wear Trustee name tags and any black and white library trustee pins that they may have. C. Chanyasulkit asked the board to consider in the future magnetic badges and a branding consultant to help the library with other branding opportunities (e.g., ideas for library cards).

M. Burstein asked about the status of the impact of Warrant Article 20 (which seeks to provide free menstrual hygiene products in public bathrooms in Brookline leased or owned by the town). The Director has not received a response to her questions about the budget impact, but she will keep the board updated.

## **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 8:09  
p.m. A true record. ATTEST

Koinonia I. Martin-  
Page Secretary 2019