

A regular meeting of the Trustees of the Brookline Public Library was held on June 11, 2019 at 6:07pm at the Brookline Village Library. Those present were: C. Axelrod; M. Burstein; C. Chanyasulkit; V. Goldman; R. Healy; K. Livingston; C. Lohe; J. Margolis; K. Martin-Page; P.Mehta; and J. Vanderkay.

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

I. **Approval of the minutes.**

M It was moved and seconded to accept the May board meeting minutes.

II. **Public Comments.**

There were no public comments.

III. **Trustee Committee Reports.**

A. Library Services Committee. M. Burstein opened up the discussion to begin approval of the policy updates and changes prepared by the Library Service Committee, while Assistant Director Reed led the Board through the details of the changes. The Board discussed and approved changes and updates to the following policies, as follows:

- a. Noise Policy - moved, seconded, and unanimously approved;
- b. Officer of the Day Policy - moved, seconded, and unanimously approved;
- c. Inter Library Loan Policy - moved, seconded, and unanimously approved;
- d. Meeting Room Policy - moved, seconded, and unanimously approved, as amended, to omit pronouns himself, herself, and themselves;
- e. Employee Emergency Procedure Manual Policy - moved, seconded, and unanimously approved;
- f. Tutoring Policy - moved, seconded, and unanimously approved, as amended, to change verbiage of "sponsored" to "not affiliated";
- g. Unattended Child Policy - moved, seconded, and unanimously approved;
- h. Social Media Policy - moved, seconded, and unanimously approved.

B. Programming Committee. K. Livingston provided an update on the Evening with Dan Brown program. There were over 600 attendees, including what appeared to be the largest number of foreign speaking attendees and the largest number of attendees under 30 years old. The Programming Committee's next meeting is scheduled for the next Monday.

C. Foundation. K. Livingston provided that the Foundation had exceeded its fundraising goal of \$125,000 by raising \$142,745 thus far – a record for the Foundation. As of three years ago, Foundation began using a new database called salesforce, making fundraising more efficient. Five percent of the funds raised went towards administrative expenses for the Town of Brookline.

Foundation welcomes ideas for marathon runners who can raise at least \$6K. Foundation is coming up with a new annual appeal: minute man library universal stories theme; or another book (much like the giving tree theme that has been used for the past three years). In addition, Foundation is discussing raising \$8M for the renovation.

- D. Friends. J. Vanderkay reported on the Friends of the Brookline Library, providing that Friends had adjourned for the summer after meeting on Wednesday, June 5th. There was a good program and good turnout for the meeting; two additional Trustees attended in addition to J. Vanderkay. Approximately \$44K was raised this year, with the funds earmarked (for e.g., for staff development, kids programming, etc.). Friends has \$115,785.03 in the bank, and all officers were re-elected.
- E. “Who Pays for What” Report. C. Lohe reported on the meeting amongst the treasurers for the Trustees’, Friends, and Foundation. This will be a “catch our breath year”. All three groups are committed to the same programs funded before at level funding levels. Contributions to children’s programming is increasing from \$6K to \$8K to include tween programming. Technology and programs is being funded at \$25K per year. Trustees, alone, will be funding the costs of the Director’s branding initiative over two years. K. Livingston led the Board in praising C. Lohe because she initiated this meeting of the three groups during her tenure as Treasurer.

IV. **New and Old Business.**

- A. Circulation Report. Data points of the Circulation Report were discussed. The Putterham and Coolidge Corner branches are fully staffed now. At Brookline Village staffing is down. There will be a vacancy at the end of June for supervisor for children’s services, children’s librarian, and archival reference librarian. Town approval will be needed to hire for these positions.
- B. C. Chanyasulkit described her experience with Children’s Librarian, Caroline, while a classroom volunteer, visiting the Brookline Village branch. New library cards were issued. Presentations were given to the visiting third grade class. Students, school staff, and parent volunteers learned library patrons can check out up to 150 books per person, and kids can earn prizes for completing summer reading. The library staff was welcoming and helpful.
- C. J. Vanderkay highlighted museum passes offered by the library, and Assistant Director Reed provided that data related to the museum passes is not tracked in our circulation report but that circulation is high and is a part of our state reporting. In addition, the K. Livingston discussed library offerings of passes to non-traditional museums, and Assistant Director Reed added that the library also offers passes to the Brookline Pool as part of a focus on health and well-being.

D. Secretary K. Martin-Page read correspondence sent to the Town Council and Town Administrator, carbon copying the Trustees, from Pamela Morris, objecting to the pride banner on display at the Brookline Village branch library. Assistant Director Reed will ask for Trustees to be cc'd on responses from Town Council and/or the Town Administrator and will bring any response from them to the next Board meeting.

M It was moved, seconded, and approved, with one abstention, to leave the pride flag up for the entire month of June.

The Board discussed that going forward, Trustees need to vote in advance on building banner displays, which fall under the purview of the Trustees' duties with respect to the building. The Trustees further discussed addressing building display issues on a case-by-case basis, as significantly more research would be needed for a policy on the same.

E. Assistant Director Reed updated the Board on the library's participation in pride parade. The parade banner used was sponsored by the Trustees. Pictures were shared. Overall, there was enthusiastic participation, and the library parade participants were well received.

F. Upcoming events. The library Tee off is on Saturday. Brookline Day, coming up in September, has just two shifts left to fill.

G. The Board discussed the new board meeting timing.

M It was moved, seconded, and approved to move the July meeting time from 6:00pm to 6:15pm.

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 7:35 p.m.

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2019