

## Trustees Minutes

April 21, 2020

A **virtual** meeting of the Trustees of the Public Library was held on Tuesday, April 21, 2020 at 6:15 p.m. Those virtually present were:

Axelrod	Healy	Margolis
Burstein	Livingston	Martin-Page
Goldman	Lohe	Vanderkay

Also virtually present: S. Slymon, Director; A. Reed, Assistant Director, and E. Mitchell Assistant Director of Technology.

**\*\* All motions were taken by roll call vote.**

### **I. Approval of Minutes**

**M** It was moved to accept the minutes of the March 10, 2020 meeting and the minutes from the special meeting on March 4, 2020. This motion was seconded and passed unanimously.

### **II. Library Director's Report**

**Circulation:** The circulation report was distributed. The Director noted that virtual and digital materials had a nearly 200% increase.

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

[https://docs.google.com/spreadsheets/d/1PW6i\\_vFQmky8ZDoMMMRdV\\_z2xCEsElw9QhfQV108RM\\_Y/edit#gid=1795794717](https://docs.google.com/spreadsheets/d/1PW6i_vFQmky8ZDoMMMRdV_z2xCEsElw9QhfQV108RM_Y/edit#gid=1795794717).

### **This Month in Libraries:**

<https://www.wired.com/story/covid-19-libraries-impact-goes-beyond-books/>

<https://www.npr.org/sections/coronavirus-live-updates/2020/03/26/821925073/national-emergency-library-lends-a-hand-and-lots-of-books-during-pandemic>

**COVID-19:** The library closed due to the global pandemic on March 13, 2020. The staff spent two weeks planning and organizing online services, which went live on March 27, 2020. The original re-opening date was April 6, 2020 and has currently been extended to May 4, 2020. The decision to close the libraries is open-ended, and the libraries will remain closed until at least June 28, 2020. As of the task force briefing on April 7, 2020, there is no estimate for when we will reach the peak of the pandemic. We have not yet begun discussing what our "new normal" will look like when we re-open.

Some of the virtual services being offered are: Story Time; Chat and email reference; Gentle yoga; Dungeons and Dragons; Crafternoon; ELL Classes; Lego Challenges; Book clubs; Board game design; Midday matinee movie watching parties; Girls Who Code; Readathon; and Singalongs.

In addition, staff have taken home all of the 3D printers and sewing machines and are making mask components and cloth face masks to be donated locally to Brookline first responders and also to area hospitals.

On April 8, 2020 the Brookline Fire Department will set up a satellite fire station in the Teen Room of the Brookline Village location. They will bring in beds and will have access to the shower, two full kitchens, and the televisions and computers. Staff are hooking up all of the gaming systems so they

will be able to stream Netflix, Hulu, or whatever else they would like while they are staying at the library. This measure is being taken to reduce the firefighter's exposure to each other, as they have had a half a dozen infected firefighters thus far.

The library has one employee with COVID-19. The entire family is infected and they have been quarantined. There is no safe way to send them anything, and all florists are closed anyway. So, the Director will continue to offer support via email. The Director offered to drop off some casseroles, but they politely declined.

The library guinea pig is living with the Director and is thriving, and the Director has taken home almost all of the potted plants from the libraries.

The Director goes into the libraries several times a week to collect the mail and make sure the bills are being paid.

Overall, staff seems to be in good spirits. Everyone is eager to help and make a difference.

An almost entirely virtual summer reading program is being planned. The Tee Off has been cancelled, and the Pride Parade was also cancelled today.

**Staffing:** The Town Administrator has given permission to hire the vacant Business Manager and Cataloger positions when the library re-opens.

**M Library Budget:** With the volatility in the stock market, the value of the endowment has declined. A motion was made and seconded to accept the partial Trustees FY21 budget of \$192,000 with the proposed cuts. This motion to accept the FY'21 expenditure budget passed unanimously.

**M Annual Motions:**

Moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Director and, in her absence, the Assistant Director, to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations for which we have responsibility, 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. This motion was seconded and passed unanimously.

Moved to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing. This motion was seconded and passed unanimously. This discussion will be taken back up at the May Trustee meeting.

Moved to continue to meet the second Tuesday of the month at 6:15 p.m. This motion was seconded and passed unanimously.

Moved to authorize the Director to transfer funds between any and all accounts, thereby closing out the FY 2020 budget. This motion was seconded and passed unanimously.

Moved to cancel the August Trustee meeting. This motion was seconded. The roll call vote was: Axelrod, no; Burstein, yes; Goldman, yes; Healy, no; Livingston, no; Lohe, no; Margolis, yes; Martin-Page, yes; Vanderkay, yes. This motion passed with 5 in favor and 4 opposed.

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

**III. Committee Reports**

**Foundation:** K. Livingston reported: The Brookline Library Foundation continues to work hard. E. Mitchell is helping K. Thibault to put together a request for giving to be distributed during National Library week.

**Old/New Business**

There was discussion about changing the June Trustee meeting due to the election. The decision was made to not change the June meeting date.

The election of Trustee officers will take place at the July Trustee meeting, per the by-laws.

The Board was reminded to post all virtual meetings and to let E. Mitchell know two business days in advance in order to allow her time to set-up the meetings and post them on the Town website.

The Town Administrator will let the Select Board know about C. Chanyasulkit and G. Jones.

**VI. 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 7:55 p.m.

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

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