

A **virtual** meeting of the Trustees of the Public Library of Brookline was held on Tuesday, May 12, 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. Comments from the Public

No members of the Public were present.

II. Approval of Minutes

M It was moved to accept the minutes of the April 21, 2020, as amended. This motion was seconded and passed unanimously.

III. Library Director's Report

Circulation: The circulation report was distributed. April circulation was down almost 100% in physical formats. Colin has been going in evenings to unpack orders of library materials so they will be up and ready to go for processing when we re-open. The director noted she checked in 2,500 items at BV and CC that were returned from the March 12th closure until the book drops were locked. The statistics for Putterham items checked in will not be available until next month.

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

https://docs.google.com/spreadsheets/d/1Pw6i_vfQmky8XDoMMMRdV_z2xCEsElw9QhfQV108RMY/edit#gid=1795794717

Sara will be meeting with the Foundation to ask for funding an increase to our Digital Materials to increase the monthly limit for Kanopy from 10 to 20 check outs.

This Month in Libraries: Callan and Alison Macrina are the driving force behind the national Protect Library Workers movement. Information about how libraries are being impacted in the time of COVID-19 can be found [here](#).

PLA released the results of their national survey regarding how libraries have responded to CV19, at this [link](#).

Re-Opening:

Sara has begun working on plans to re-open the library **ONLY WHEN** safe for the staff and public. Sara anticipates a multi-phase approach. Sara shared a draft document. The general outline is:

1. Staff in the buildings, no live public service, virtual service continues.
2. Staff in the buildings, limited "contactless pickup" outside (on the porch or in the vestibules), virtual service continues.
3. Staff in the buildings, limited public service, virtual service continues.
4. Staff in the buildings, live public service, some virtual service continues. (No plan for live programming or meeting room use for the foreseeable future.)

Sara does not anticipate Phase 1 beginning until mid-June at the earliest. It is possible that Phase 1 will take place in the branches, as we would like to keep the firefighters at BV for as long as they need us. Most likely one location will be

closed at least one day a week with all locations closed on Sundays. Sara will talk with Chief Lipson to discuss security issues. The re-opening plan will be reviewed by the Health Department.

The library gives a special thank you to the following Town staff for their assistance: Charlie Simmons, Director of Public Buildings; David Geanakakis, Chief Procurement Officer; Melissa Goff, Deputy Town Administrator; and Justin Casanova-Davis, Assistant Town Administrator.

Facilities: Sara is pleased to report that we are able to get some great facilities work accomplished with the buildings empty. The custodians have been going in to run the water, so it does not get stagnant in the pipes. Charlie said there was a risk of toxic levels of chlorine and bacteria building up in the pipes. We will have all the water tested before re-opening.

We are adding a washer, dryer, and maybe a dishwasher at Brookline Village, which will expand our ability to clean toys in Youth Services. The Fire Department is paying for the appliances.

The entrance to the Children's Room has been painted to match the carpet in the room.

People counters have been installed at 5 locations on the Youth Services level. We had planned this as a way to measure the business in those departments before COVID-19. Now we will be able to use them to measure the density of people in each space and thereby help insure social distancing.

On Friday, May 8, Sara was onsite with the custodians to receive all the new furniture that was ordered for BV before the pandemic. The Children's Room looks amazing. Two red rocker chairs were delivered to Putterham.

We are hoping that the Governor will soon let the construction folks go back to work so they can finish the BV LED lighting project.

Last, but not least: The Buildings Dept constructed the vestibule in the Children's Room and Parks and Open Spaces will build the path and the fence soon, so we will have a "main" entrance directly to the Children's Room! A swipe card for staff access will be added.

IdeaSPACE: Christiana has been hard at work (in a million ways!) ordering the final round of furnishings for the ideaSPACE. When we eventually re-open to the public, the space will be 100% ready to go!

Personnel: The big news this month, was the decision by the Town to furlough all part-time workers Town wide. This hit the library extremely hard, with 54 dedicated staff furloughed. Rec and Council on Aging also had their staff cut severely. It remains to be seen what the School Committee will decide.

Sara hopes to be able to recall part-time staff in July, but as mentioned above, that will rely entirely on safety and service levels.

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

IV. Trustee Committee Reports

Trustee Programming: Karen Livingston reported on the committee's virtual programming idea, a series of programs where the first chapter of an upcoming book is read (based on Hank Phillippi Ryan and colleague Hannah's web program "First Chapter Fun"). Colin prepared a list of upcoming titles with their street dates. The committee will be meeting to plan the series.

V. Old/New Business

Financial: Carol Lohe reported an increase of \$275,000 in the endowment for March 2020 bringing the endowment to \$4.1 million.

Foundation: Christiana and Emily worked on the mini fundraising campaign prepared for National Library Week that raised approximately \$2,000.

ACLU letter: Emily Mitchell shared a request from the ACLU of Massachusetts for organizations to sign a [letter](#) in support of an [anti-surveillance, anti-racial profiling policy](#) in [Boston Public Schools](#). The trustees tabled discussion to the June meeting, if needed, after the trustees have reviewed the documents.

Sara expressed her gratitude to the trustees for their support during this troubling uncertain time.

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 7:13 p.m.

A true record,
ATTEST



Koinonia I. Martin-Page
Secretary
2020