

A **virtual** meeting of the Trustees of the Public Library was held on Tuesday, October 13, 2020 at 6:15 p.m. Those virtually present were:

Axelrod	Livingston	Martin-Page
Burstein	Lohe	Mehta
Healy	Margolis	

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** A motion was made to approve the September minutes. This motion was seconded and passed unanimously.

**II. Library Director's Report**

**Circulation:** The circulation report was distributed. Statistics are rising back from a 60% deficit. Wi-Fi sessions will be provided by W. Harlan next month. In September, there were 230 Library Wi-Fi sessions. It will be curious to see what the statistics are once advertising of the Wi-Fi signs are placed. The Assistant Director noted that the state report requires us to report on how many Wi-Fi sessions are used annually, as it impacts federal funding. The waiver is ready to be signed, and the Director will meet with one of the Trustees tomorrow to get it in the mail.

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

[https://docs.google.com/spreadsheets/d/1Pw6i\\_vFQmky8ZDoMMMRdV\\_z2xCEsElw9QhfQVI08RMY/edit#gid=1795794717](https://docs.google.com/spreadsheets/d/1Pw6i_vFQmky8ZDoMMMRdV_z2xCEsElw9QhfQVI08RMY/edit#gid=1795794717).

The library budget will not be cut for this fiscal year; however, J. Margolis recommends working now on FY'22, when cuts could be severe.

**This Month is Libraries:** The Director shared the following links:

<https://www.mass.gov/news/baker-polito-administration-announces-transiti-on-to-step-ii-of-phase-iii-for-lower-risk>

<https://www.bostonglobe.com/2020/09/29/metro/baker-announces-low-riskcommunities-covid-19-can-move-into-step-ii-phase-iii-reopening-plan-oct-5/>

**COVID:** The Director remains concerned about the upward trends of the coronavirus as we return to our indoor spaces across the Commonwealth. Although Governor Baker has eased restrictions on libraries, Dr. Jett has indicated that it is not the time to be allowing patrons into the libraries, as he believes that the virus is going to get much worse before it gets better. Fire Chief and Emergency Management, Director John Sullivan, agrees. At the time of this meeting, Town Hall is open by appointment only. The Public Health Building is closed to the public. The Senior Center is open on a very limited basis and by appointment only. The Evelyn Kirrane Aquatic Center did re-open last week with a strict attendance policy, and the schools are essentially fully remote. At this time, the Director provided that it would not be her recommendation to set a date for allowing patrons back into the buildings.

**Recall of Furloughed Workers:** All furloughed workers will be recalled on November 2, 2020. The Director anticipates them needing at least one week to get reacclimated before they can be meaningfully incorporated into the workflow, and the library will begin to train new hires a week after. Fourteen percent of part-time staff have resigned once they were recalled, mostly due to the circumstances of the pandemic. Interviews are currently taking place. R. MacKenzie said that at this time he did not need part-time Reference Librarians, so they have been moved to Youth Services. The Director will try to design a schedule that will enable everyone to work safely together. Staff will be within capacity guidelines.

**ideaSPACE:** Our free craft kits continue to “sell out” at record paces. This month, we doubled the amount of kits offered and still didn’t meet demand. The staff plans to craft a proposal to the Friends for funding.

**Wi-Fi:** Wi-Fi sessions will be provided by W. Harlan next month. E. Mitchell walked around the Brookline Village library to see what the range for Wi-Fi connection was. She discovered that closer to the building, the connection for video meetings is better; but for just checking emails, the connection worked well from Town Hall, out on the street across from the Safety Building, and down towards the Pierce School bridge. Coolidge Corner Branch has a smaller range but can connect in the parking lot or sitting out front. Signs will be made up advertising, “In range of Library Website, the password is Brookline.”

**Personnel:** Part-time Library Assistant, Chloe McAlpin, resigned to accept a benefitted position at the Watertown Public Library. Kimberley Burke, a part-time Library Assistant at the Brookline Village Children’s Room, resigned. Stephanie Salazar was hired as a full-time Library Assistant II in Technical Services.

**M In Memoriam:** Frank Caro’s passing was a shock to us all. His obituary requested donations to the Senior Center. A motion was made to convene a small committee of Trustees to propose ideas on ways to honor Frank, with K. Livingston, C. Lohe, and J. Margolis volunteering to serve on the committee and report back to the Board next month. This motion was seconded and passed unanimously.

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

### III. Committee Reports

**Friends:** The Director has taken over the book sale while the libraries have been closed, and the Treasurer reported that sales have been doing very well. The custodians have painted, replaced the lighting and the shelving, and buffed, waxed, and polished the floor to a high shine in the book sale spaces. Their bookcarts all have been painted, and C. Urbano designed some cute vinyl decals for the carts. The Director was asked to look at their budget, as it is heavily allocated (\$20,000) towards Professional Development, and not much of it was used due to the pandemic. The Director is leaning towards applying most of the budget towards Anti-racism Initiatives and Craft Along Kits. The Anti-Racism Curriculum Design Team, made up of six staff members, has been formed. The Director will report on these recommendations at next month’s meeting.

### Old/New Business

**Letter from the Board of Library Trustees:** A letter drafted by the Library Advocacy Committee was sent to the Select Board and is similar to the one sent to the Town and Deputy Town Administrators. This letter was shared electronically with the board during the meeting, and The Directory will distribute an electronic copy to each Trustee by email.

**Resignation:** After 7 years of service, Library Trustee and past Board of Library Trustees Chair, P. Mehta, announced her resignation from the board, effective tonight. The board and P. Mehta expressed mutual good wishes. Members of the board praised P. Mehta for her esteemed service, and expressed their regret to see her go. P. Mehta voiced her hopes that the board would continue to encourage underrepresented and diverse community members to serve as library trustees.

**IV. 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 7:41 p.m.

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2020