

## Trustees Minutes

April 13, 2021

A virtual meeting of the Trustees of the Public Library was held on Tuesday, April 13, 2021 at 6:15 p.m. Those present were:

Axelrod	Burstein (6:45-7:11; 7:45)	Chanyasulkit	Hung	Livingston
Lohe	Margolis	Martin-Page	Shakespeare	Vanderkay

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

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

### I. Approval of Minutes

**M** A motion was made to approve the March 9, 2021 minutes. This motion was seconded and passed unanimously.

There were thank you cards, primarily from Asst. Dir. A. Reed, in the Trustee mailbox that Director Slymon will scan and email to the Trustees.

### II. Treasurer's Report/Annual Budget (FY22)

C. Lohe presented the FY 21 budget and the proposed FY 22 budget.

The endowment has recovered from a low of \$3.8M in the spring of 2020 and has grown to \$5M as of March 31. This will allow a less stringent budget than might otherwise have been the case. Generally, we are looking at flat funding in most budget categories, rather than making more cuts. It was recommended that the board approve a drawdown from the endowment of about 4.75%, providing just under \$215K for expenditures in FY22.

It was noted that because of COVID, we will spend significantly less in FY 21 than budgeted—there may be as much as \$13,250 in unspent funds.

At the same time, we need to budget about \$40K for anti-racism training—an important and necessary one-time expense that puts pressure on our other, annual expenses.

Therefore, as a one-time exception to our normal budgeting procedures, it was proposed that any of the unspent funds from FY21 be allocated to antiracism training. This training will be offered to the staff and all 3 boards (i.e., Trustees, Foundation, and Friends).

It was further proposed that other one-time expenses be handled as follows: coaching for the Director will be rolled into the antiracism training.

The bench in memory of Frank Caro will be covered by general funds.

There is some question about whether we will be able to expend the present allocation for antiracism training (\$20,000) in FY21—that is, whether training consultants will be hired and perhaps begin work in this FY, but if we are not able to, we will make a one-time exception and roll the FY21 money to use in FY22. It will be budgeted this year and expended next year.

**M** A motion was made to approve the FY22 Budget. This motion was seconded and passed unanimously.

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

#### **Circulation Report Attached.**

Circulation is back in the positive because we are now reflecting back on pandemic statistics.

#### **Financial**

#### **This month in libraries**

The Director shared several interesting articles:

#### **Building Morale During a Pandemic**

**Library Pandemic Resources** collected by a former PLoB librarian, Araceli Hintermeister

#### **The Importance of Being Seen/Trans + Script**

#### **Broadening Broadband**

#### **SXSW**

The Director shared her notes and thanked the Board for sending her to the South by Southwest conference, which was virtual.

### **IV. Committee Reports**

#### **CDICR Liaison:**

C. Lohe presented on behalf of the committee. The most recent meeting of the Commission on Diversity Inclusion and Community Relations (CDICR) was attended by K. Livingston, K. Hung, K. Martin-Page, M. Burstein, and C. Lohe. The CDICR voted unanimously to add a liaison to their Committee. The Board decided to vote on the Liaison later in the meeting, after they voted on the bylaw amendments.

**Frank Caro Memorial:**

K. Livingston presented on behalf of the committee. After lengthy discussions, the committee has selected a sculptural seating installation. The seating is interesting visually, harmonizes with the mid-century modern architecture, and a plaque has been designed. A purchase order has been set up. Once we hear from Parks and Open Spaces we will order the plaque. We will be notifying Carol Caro via card.

**Foundation:**

K. Livingston and the Library Director presented the antiracism funding proposal to the Foundation at their last meeting. They voted unanimously to contribute \$40K to the initiative and to participate fully.

**Friends:**

K. Livingston and the Library Director presented the antiracism funding proposal to the Friends of the Library. There was a lengthy discussion, and they eventually voted to fund the antiracism initiative unanimously. They will contribute \$20K. They will fund it by reducing staff development funding.

A week later there was a volley of emails indicating that they wanted to reconsider. The Friends called a special meeting to reconsider their commitment.

K. Livingston and the Library Director attended the special meeting. A motion was made to rescind the offer of funding. The motion failed by only one vote. The Friends feel that the Town should pay for this, and they should not. K. Livingston and the Library Director agreed that would be ideal but not timely. We reframed the issue by letting them know that we are proceeding with the proposal as submitted, and the only question on the table is whether or not they would help fund.

The Friends will have a representative on the hiring committee for the consultant. They appointed Pam Roberts.

An ad hoc committee was convened to discuss ongoing issues. J. Margolis, C. Lohe, and K. Livingston will serve on that committee.

**V. Old/New Business****Bylaw Changes****1. Existing Bylaw Provision****Liaisons**

The Chair may designate liaisons to the Brookline Library Foundation and the Friends of the

Brookline Public Library. The Chair may designate liaisons to the Brookline Library Foundation and the Friends of the Brookline Public Library. The Foundation Liaison will represent the Trustees to the Brookline Library Foundation. The Friends Liaison will represent the Trustees to the Friends of the Brookline Public Library.

### **Proposed Change**

#### **Liaisons**

The Chair may designate liaisons to the Brookline Library Foundation and the Friends of the Brookline Public Library. The Foundation Liaison will represent the Trustees to the Brookline Library Foundation. The Friends Liaison will represent the Trustees to the Friends of the Brookline Public Library. The Foundation Liaison will represent the Trustees to the Brookline Library Foundation. The Friends Liaison will represent the Trustees to the Friends of the Brookline Public Library.

*The Chair may also designate liaisons to the Town of Brookline Commission on Diversity Inclusion and Community Relations, its successor, as the case may be, and to other Brookline boards or commissions, with approval of the Board, and without the need to amend these Bylaws.*

**M** A motion was made to approve the bylaw amendment. This motion was seconded and passed unanimously.

J. Margolis volunteered to serve as the liaison, starting with the next CDICR meeting happening tomorrow night.

## **2. Existing Bylaw Provision**

### **Committees**

There shall be the following standing committees of the Board of Library Trustees:

...

Committee assignments shall extend to the second meeting following the annual Town elections. The senior member of each committee shall convene the first meeting of each year, at which the committee will elect the committee chair. The senior member shall act as chair until a chair for that year is elected.

### **Proposed Change**

#### **Committees**

There shall be the following standing committees of the Board of Library Trustees:

...

*The Executive Committee shall be comprised of the Officers, and it will take up issues at the request of the Board, Chair, or Library Director and will initiate discussion about matters relevant to the Library or the Board as they arise.*

Committee assignments shall extend to the second meeting following the annual Town elections. The senior member of each committee shall convene the first meeting of each year, at which the committee will elect the committee chair. The senior member shall act as chair until a chair for that year is elected.

**M** A motion was made to approve the bylaw amendment. This motion was seconded and passed unanimously.

**3. Proposed Bylaw Addition:**

To follow the section of the bylaws formalizing the Executive Committee as a standing committee, add the following language:

*Each standing committee, other than the Executive Committee, shall include a maximum of two members of the Executive Committee.*

**M** A motion was made to approve the bylaw amendment. This motion was seconded and passed unanimously.

**Strategic Plan: FY22 Action Plan**

Seven major action items were proposed for FY22.

**M** A motion was made to approve the FY22 Action Plan. This motion was seconded and passed unanimously.

**Proposal to Approve Annual Motions**

The Library Director proposed removing the motion for the Trustees to join the Massachusetts Library Trustees Association and to remove the motion to authorize summer hours, and the Trustees agreed.

The Library Director proposed that this year, we accept amended summer hours, excluding Sundays.

**M** A motion was made to approve the normal annual motions. These motions were seconded and passed unanimously, 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 continue to meet the second Tuesday each month at 6:15 p.m.;
3. Moved to authorize the Director to transfer funds between any and all accounts, thereby closing out the FY 2019 budget;
4. Moved to accept the summer library hours amended summer hours, excluding Sundays, and;
5. Moved to cancel the August board meeting.

#### **Adding a new budget line in MUNIS**

The Library Director explained that this was an internal software function, not requiring any more or less money, but rather the motion was needed for categorization purposes. There was no discussion.

**M** A motion was made to add a new budget line in MUNIS. This motion was seconded and passed unanimously.

#### **Composition of the hiring team for the antiracism initiative.**

The Library Director proposed that the hiring team be comprised of:

2 Trustees

Library Director

1 member of the Foundation Board

1 member of the Friends Board

Dave Geanakakis

1 staff member

**M** A motion was made to convene a hiring team with the above composition. This motion was seconded and passed unanimously.

#### **Fine Free Libraries**

Moving forward, the Town has adjusted their expectation for revenue from library fines down to \$25,000 per year. This will enable us to eliminate fines on all youth materials and to standardize all other fines at \$0.15 per day.

**Carol Axelrod's Retirement from the Board**

The Library Director and Trustees made farewell remarks to Carol Axelrod, thanking her for her help and kindness, and her many years of service as a Library Trustee.

**M There being no further business to come before the meeting, upon motion duly made and seconded, it was unanimous:**

**Voted: To adjourn at 8:16 p.m.**

**A true record.**

**ATTEST**



**Koinonia I. Martin-Page  
Secretary 2021**