

Board of Library Trustees Minutes

A virtual meeting of the Trustees of the Public Library was convened on Tuesday, September 14, 2021, at 6:17 p.m. Those Trustees present were:

Burstein, Chanyasulkit, Healy, Hung, Lohe, Livingston, Margolis, Martin-Page, Shakespeare, Vanderkay, Zelkha

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

All votes were conducted by roll call vote.

- I. Michael Burstein recognized the contributions of Gary Jones to the Board of Library Trustees. Gary Jones' resignation letter was received on the afternoon on September 13, and that evening the Board learned he had passed away. A moment of silence was held for him.
- II. Public Comment.
None. No members of the public were present.
- III. Approval of Minutes and Secretary's Report.
 - A. There was no correspondence to report.
 - B. **M** A motion was made to approve the July 13, 2021 minutes. This motion was seconded and passed unanimously.
- IV. Treasurer's Report
The Library came in under-budget in FY21. C. Lohe highlighted the money the Board is able to spend on the Library over and above what the Town allocates. The Endowment balance is now \$5,331,838.49.
- V. Director's Report
 - A. The plaque was installed for the Frank Caro memorial bench.
 - B. New children's entrance is proceeding as planned. Children's spaces have reached their capacity limits this week. Patrons have been great about it. When the space hits capacity patrons are given a restaurant pager, and staff summon you back when you can enter the space. There are picnic tables outside in range of WIFI, and we check out Chromebooks people can use there.
 - C. Capacity in adult spaces has not yet been reached.
 - D. The Tool Library is ready to go but the Library is unable to staff it safely at the moment; the cabinets needed for it have been backed up due to supply issues.
 - E. Director Slymon convened a group of libraries to discuss a pilot of putting library lockers at MBTA stations. The pilot is still in very early planning stages.

VI. Committee Reports

- A.** Ad Hoc Committee on Public Expression: Met to discuss signs at the library.
- B.** There was further discussion by the Board about whether signs should be posted at the Library, and the need for feedback from Legal. This feedback has been requested but not yet received.

VII. Old and New Business

- A.** The Library staff thanks the Board and especially K. Hung for organizing gift of a Library-branded mask to each staff member.
- B.** A Bylaw revision to allow the chair of the Board of Library Trustees to appoint chairs for each subcommittee was discussed.
 - i. M** A Motion to change the bylaws was made, as follows:

Remove: 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.

Replace with: The Chair may appoint other ad hoc committees for a period not to extend beyond the second meeting after the next Town election. The Chair of the Board appoints all committee chairs.

The motion was seconded and passed, 6 to 5.

- ii. M** A motion was made to allow the Library to be closed on Sunday, December 26 and Sunday, January 2, thereby giving the staff off: half a day on Christmas Eve; Christmas day; and the day after Christmas. Then on New Year's Eve, staff would work until 5pm and then have New Year's Day and the day after off. The motion was seconded and unanimously approved.
 - iii.** The importance of remaining open until 3:00 p.m. on Christmas Eve was discussed.
- C.** The Office of Diversity and Inclusion requested to put signs on the Library lawn to celebrate Indigenous People's Day. There was discussion of allowing signs related to public holidays, what timeframe would be appropriate, and who would put them up and take them down.
 - i. M** It was moved that the Office of Diversity and Inclusion may put up a sign or signs at the Library for Indigenous People's Day. The motion was seconded, and unanimously approved.
- D.** COVID update from Dr. Jett: Public health professionals are expecting the pandemic to burn itself out by March. The mask mandate will remain in place until at least March.
- E.** The Library has lost many staff members due to resignations, leaves, etc. and is having trouble replacing them. If this continues, it may have implications for Library hours. Another Minuteman library has already had to cut hours because of lack of staff.

- F. Appointing a replacement Trustee.
 - i. The notice needs to be posted within 30 days.
 - ii. In October, the Board will discuss the replacement process. K. Livingston and M. Burstein will make sure the opening is advertised in media that are consumed by a diverse range of Town residents; Director Slymon will join their meetings. The Town Clerk will help with postings.
- G. There was discussion of Gary Jones's resignation.
- H. Assistant Director Reed announced her retirement as Assistant Director for Administration after 45 years of service at the Public Library of Brookline. Her last day will be November 30, 2021. The Board of Library Trustees and Director Slymon thanked Assistant Director Reed for her exemplary service and wished her the best in her well-deserved retirement.

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

Voted: To adjourn at 8:14 p.m.

A true record.

ATTEST



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