

November 9, 2021 Board of Library Trustees

Convened: 6:18 p.m.

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

Zelkha joined at 6:25

Also in attendance: Slymon, Reed, Mitchell

All votes were conducted by roll call.

There were no comments from the public.

**M** Martin-Page moved to accept the minutes. Shakespeare seconded. Unanimous in favor.

The Directors Report was brief.

The Trustee Treasurer submitted a proposal to the Board to modify the terms of the Romanow Fund. The Board will give \$1000 to any employee who is in library school, if their application is approved.

**M** Carol Troyen Lohe moved the proposal. Michael Burstein seconded. Unanimous in favor.

The Library Services Committee wrote a proposal requesting the amendment of the following policies:

Art Exhibition Policy

Archives and Special Collections Policy

And the following Guidelines:

Archives and Special Collections User Registration

Art Exhibition Space Information (Branches)

**M** Livingston moved that all be accepted. Vanderkay seconded. Unanimous in favor.

The Strategic Planning Committee reported that the Chair met with the Staff Strategic Planning Committee, and the sub committee will meet and work the two drafts together to create a final draft.

The Board took up the discussion about honoring Gary Jones. As an offshoot of that discussion, the Board thought that there should be a standardized system to honor Trustees and staff who have left the Board. Burstein convened a committee called the Ad Hoc Honors Committee to come up with a rubric. Carol Lohe will chair, Margolis, Shakespeare, and Livingston will serve. Burstein suggested it might make sense to wait until the committee has completed its work before deciding how to honor Gary Jones.

Healy offered a proposal that any Trustee serving 10 or more years as a Board member would have book plates put in all new books for a year after their passing. This does not address retirements. She declined to move her proposal. Lohe suggested that whatever the honor is, it should be something that benefits the library, rather than a physical gift.

Library Director introduced a patron complaint that we have signs for various causes, but do not have a sign for #MeToo. At this time the Board will not add any more signs, pending an opinion from Town Counsel and a recommendation from the Public Expression Committee.

Library Director raised the issue of Snow Days. During COVID, staff worked from home on days where Town services were "closed" due to inclement weather. We were able to do that because we were still 50% work from home, had software contracts to support telework, and many other amenities to support essential services, paid for by the CARES Act. While many employers have rejoiced at the idea of no one getting a free paid day off, it will simply not be feasible for the staff to work from home this winter. Almost everyone works in the Library 4-5 days a week, with only one work from home day, and that only for some staff. The software support contracts have lapsed due to lack of funding/lack of need. Library Director suggested that should there be any snow closures, that they be traditional snow days.

**M** Burstein moved that he write a letter in his capacity as Chair to the staff thanking them for their service throughout COVID. Margolis seconded. Unanimous in favor.

Livingston asked why Tommy Vitolo's newsletter did not mention the library's ARPA requests. While the Library Director did not know why in this specific instance, she reported that the library has submitted the following requests for ARPA funding:

Supervisor of Library Operations

Intercom System

Health and Safety supplies

Restoration of \$46,000 cut to supplies

At the time of the meeting, the Town had not assigned or distributed ARPA funds to any Department. The Library Director reported that many other communities are already done distributing their funds to their Departments.

Chanyasulkit reported that the Town, in collaboration with the Brookline Community Foundation, will be holding listening sessions on how the community would like to see ARPA funds distributed.

Chanyasulkit reported on the Staff Appreciation Party. As a public health professional, she does not recommend having a traditional SAP in Hunneman Hall. She suggested perhaps a spring event outdoors, or a gift, similar to the jackets from last year, in lieu of an event. The Library Director agreed to survey the staff, and see what they are comfortable with.

Library Director reported that the Friends are looking for a new Board member and a new Book Sale Coordinator.

Burstein reminded the Board that the Library Director will be out of office for medical reasons from January 7th through at least February 7th. If the Board were to keep it's January meeting on January 11th, the only staff person who could attend would be Assistant Director for Technology, Emily Mitchell. The possibility of meeting on January 4th was raised as an option. It was mentioned that there would only be 3 weeks between meetings, including Christmas week, where not a lot tends to happen. The January meeting will be reconsidered at the December meeting.

**M** Burstein moved to reschedule the January meeting to January 4th but will reevaluate at the December meeting. Chanyasulkit seconded. Unanimous in favor.

Burstein congratulated [Chris Chanyasulkit](#) on her appointment as President of the American Public Health Association.

Burstein reviewed the procedures for the Trustee applicants.

The AntiRacism Consultant Hiring Committee interviewed all three applicants, and selected a firm to serve the library and the Boards.

There were accolades for Anne Reed upon her retirement from the library after 46 years of service.

**M** Chanyasulkit moved to adjourn. Margolis seconded. Unanimous in favor.

Adjourned at 8:26 pm.

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary, 2021.