

Minutes of the Board of Library Trustees, Public Library of Brookline

A virtual meeting of the Trustees of the Public Library was convened on Tuesday, October 11, 2022, at 7:32 PM. Those Trustees present were:

Burstein, Cawthorne, Chanyasulkit, Fredkin, Hung, Margolis, Martin-Page, and Zelkha, with Kramer, Livingston, and Vanderkay joining later. Lohe was absent.

Also present were: A. Hirst, Library Director; D. Savin, Assistant Director for Administration

All votes were conducted by roll call vote.¹

I. Comments from the Chair

- a. Burstein has finished two days of observing Sukkot and is currently catching up Trustee updates.
- b. Margolis pointed out the November meeting is scheduled on Election Day. The Trustees will consider rescheduling later in the meeting. Burstein noted that there are town meetings scheduled in November and many people at the meeting plan on attending those.

II. Comments from the Public (5 minute limit)

- a. None

III. Secretary's Report

- a. Minutes- Martin-Page moved to have the minutes approved.

M: The motion to approve the September meeting minutes was seconded and passed unanimously.

IV. Treasurer's Report

- a. None

V. Library Director's Report

- a. Director Hirst reported the success of Brookline Day at the start of the month and thanked everyone who volunteered. She attended various meetings from the Minuteman Network, Massachusetts Library System, and the new town administrator, Charles Kerry.
- b. The Library completed their State Aid for the year and all the documents were submitted. The Library is on track to receive the full award of state aid. Director Hirst still has concerns relating to salary and the Library is currently reducing hours for part time staff. The Library has created an operations template to ensure coverage for safety and efficiency and are currently in the midst of scheduling staff.

¹ See attachment, "20221011_Trustee Roll Call Votes."

- c. Director Hist says the repointing at Brookline Village should be complete by the end of the month.
- d. The Library is still searching for some positions, including the Branch Supervisor of CC. The Director has made a verbal offer to the candidate. Roy MacKenzie is no longer serving as the Assistant Director of Technology and is back in his role of head of Reference for a few reasons. He was ready to move back, interim roles are only supposed to be filled for so long, and this also saves the Library some money. Director Hirst is working HR to repackage the role as Network Administrator, so it does not require an MLIS and only requires a background in network administration. The Library is also still recruiting for the administrative assistant position.
- e. The Town is working with a group (Language Equity Partners) to provide language access to people with limited English proficiency or speak English as a second language. This will help departments create a language plan and the Library is prioritized for that work, as it is a public facing role.
- f. Director Hirst brought up a party for staff appreciation sponsored by the Trustees. Staff is ready to gather again, the Library is hoping this can be arranged for January. The party could have time to socialize, entertainment, and possibly a raffle as well.
- g. The Library has not been served with any court orders for the Patriot's Act since the last meeting.

Margolis asked for clarification on the changes to the ADT position. Director Hirst clarifies that the Library needs someone to liaison with the town and help with in-house technology. The values of libraries can be taught rather than requiring the candidate to have an MLIS. The new position will no longer supervise other department heads as the ADT did but the Director or ADA would supervise this new role. They would no longer be third in line in responsibility for the Library, as they would no longer be an Assistant Director. The need the Library has is the development of technology within the Library. Burstein brought up that giving this role less responsibility would then mean it would be hard to change back in the future, and urged the director to keep the Assistant Director title to the role. In the past, the ADT has had to take over the Director's responsibilities for a period of time. Burstein mentions in the past, the Library has tried to create an Assistant Director role for publicity and they were unsuccessful. Director Hirst mentioned that an IT position would be under admin or its own department and could possibly create an assistant director position for program services and public outreach.

Margolis asked about the anomalies in the number of hours the Library was open. Director Hirst explained after the reopening to the public, the 63 hour requirement wasn't reconsidered, so she and the ADA are talking to department heads about which location will open a half hour early twice a week.

Livingston asked about Kevin Thompson. And Director Hirst clarified he is still on leave.

ADA Savin clarified about the state aid and the MAR [Materials Appropriation Requirement] that needs to be met, the projected budget that the Library must meet each year. Martin-Page wants

to know if this mistake will be able to be avoided in the future. ADA Savin says it should not arise as a future problem.

Martin-Page has photos of Brookline Day to share and available for use for the Library.

Burstein brings up that at the Town Meeting Member Association List, a member interpreted the part time hours cut to 12 hours as layoffs. Another town meeting member brought a graph about the Library budget and the town budget and inflation. Town members are advocating for a larger budget for the Library. Trustees talk about how to leverage this support into a larger budget for the Library in town meetings. Burstein explains that with changes to the budget, the Director must show a projected budget to the town administrator and deputy town administrator, which then goes to the Advisory Committee and subcommittee of human services. They then ask the director about the budget and then vote. Then they go to the advisory committee and they vote. And then it goes to the town meeting in May. Burstein adds it may be too soon to advocate for the Library budget. Vanderkay and Livingston stress the importance of making sure the Trustees are on the same page and advocating for different aspects of the budget and stress the importance of organization. Burstein stresses the importance of needing to mention specifics when advocating for a larger budget for the Library before organizing .

VI. Trustee Committee Reports

a. Committees:

i. Programming-

1. Livingston wanted to make sure the Trustees were coming to the event [An Evening with Ben Mezrich] on 10/12. Martin-Page reminded people to advertise where the event was, as it is not at the Library. She also wanted to acknowledge Livingston's work in organizing the event. The Trustees decided who would bring the signs from the Library to the event.

b. Liaisons:

i. Friends of the Brookline Public Library-

1. Vanderkay and Fredkin went to the Friends meeting. There were no major announcements but there was discussion of the book sale in the future.

- ### c. Committee reminders-
- Burstein reminded the Trustees that Janet Stosky would like to sponsor a bench. Burstein prompts Buildings and Grounds to discuss, but Vanderkay would like another committee to look into it. Livingston suggested that in the past, the former Gifts committee would approach the bench. Director Hirst will follow up with Kate from the Foundation about another possible option to honor Sandra Stosky. The Trustees then discussed ideas for the donation.

- d. Burstein brought up that the Director shared that the staff is open to gathering again for staff appreciation. Burstein discussed how in the past staff appreciation parties were thrown and organized.

VII. Old and New Business

- a. Burstein brought up the concern that the November meeting was scheduled on Election Day and also whether or not the meeting would be in person or virtual. Margolis said he found the virtual meetings more convenient, rather than keeping them as a concern for Covid. Martin-Page asked the Director and ADA how Election Day would impact the staff. The Director and ADA will both be able to attend and be able to vote. Burstein asked to make sure that the staff all had the opportunity to vote. Martin-Page worries about the logistics of being able to convene with the special town meeting. The Trustees discuss their availability on Monday the 7th and Wednesday the 9th and Tuesday the 1st. The ADA shared that no stats for October would be available on the 1st. Livingston said they could meet a staff person remotely to hear about stats. The Director mentioned the logistics to having staff for the meeting if it were moved to November 1st.

M: Hung made a motion to move the meeting to Monday, November 7th, Martin-Page seconded it. The motion is passed. Burstein abstained. All other Trustees present voted yes. It will be a remote meeting.

- b. Other

VIII. Remarks for the Good of the Order

IX. Adjourn

M: A motion was made, and seconded, to adjourn the meeting, and the motion passed unanimously.

Adjourned at 8:49 PM

A true record.

ATTEST



Koinonia I. Martin-Page Secretary
2022