

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

A virtual meeting of the Trustees of the Public Library was convened on Monday, November 7, 2022, at 6:16 PM. Those Trustees present were:

Present: Burstein, Cawthorne, Fredkin, Hung, Lohe, Livingston, Kramer, Margolis, Martin-Page, Vanderkay, Zelkha.

Absent: Chanyasulkit

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

All votes were conducted by roll call vote.¹

I. Comments from the Chair

- a. Burstein and Hirst have discussed the upcoming 6-month review of Hirst's performance as Library Director
- b. Burstein would like to continue holding future meetings remotely on Zoom, due to Covid and the other illnesses' current prevalence.

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 October meeting minutes was seconded and passed unanimously.

IV. Treasurer's Report

- a. Lohe has not yet received the report from State Street.

V. Library Director's Report

- a. Personnel changes
 - i. New Hires: On the 14th, the library has two new hires. Guy Harris will be starting his role as Branch Supervisor (Librarian III). He previously worked at Boston Public Library. Cynthia Hamilton, who formerly worked in the Human Resources department for the City of Boston, will be starting as Administrative Assistant.
 - ii. Resignations: Christiana Urbano resigned and is currently working at the Concord Library. Four part-time staff members, one page, and one custodian resigned as well. Livingston asked if the resignations were due to hour reductions

¹ See attachment, "20221107_Trustee Roll Call Votes."

for the part-time workers, and Hirst confirmed some were, but others were due to outside matters.

- b. The Town Budget process started the prior week. Hirst has met with town staff in order to prepare development of the library's budget.
- c. Staff Appreciation party organization has started for a party planned in January. The next step is setting a date for the party.
- d. Margolis asked about the rat problem in the library dumpsters Hirst mentioned in her report. Hirst explained the dumpsters have been moved and were missing lids and also speculated that other people could be using the dumpsters to throw away food. Currently, the custodians have been given access to the Pierce School trash compactor that is rodent proof. DPW is currently in the process of cleaning and sanitizing the area where the dumpster was. DPW has offered to let the library continue using the trash compactor or to bring lidded trash cans that would be emptied multiple times a week.
- e. Martin-Page asked about the stat on turnover and budget in Hirst's report. Savin explained turnover is the amount of use that a collection at each location gets.
 - i. Burstein stepped away briefly for a family matter and had Margolis lead the meeting until Burstein could return. Burstein asked Hirst to say a few words about Guy Harris and Dr. Carter.
- f. Hirst followed up with the personnel budget question from Martin-Page and said that after December, she will be able to predict if the library is on target for personnel budget and report to Trustees in January.
- g. Hirst met with Dr. Carter from the Racial Equity Group. The next step is creating a committee of staff members to work directly with him. Dr. Carter is interested in creating another survey and external scan of potential community members. He is planning on returning around January or February. Martin-Page would like the Trustees, Friends, and Foundation to meet with him again.
 - i. Burstein returned to the meeting
- h. Burstein has previously asked Hirst to extend an invitation to Guy Harris to come to the December Trustees meeting.
- i. Livingston asked if the custodian resignation means a new custodian can be hired, and Hirsts confirmed the hiring process has started.

VI. Trustee Committee Reports

- a. Friends of the Brookline Library- Margolis asked about the plans for the money the Friends have for the future. Vanderkay explained the Friends have no current plans with the money. Lohe recommended making meetings again, deciding which group pays for which services, materials, etc., to figure out what can be done with the money of each group in the future. Hirst added that January - February would be a good time to start these meetings, as the municipal budget will be clearer at that time.

VII. Old and New Business

- a. Burstein would like to plan evaluations for Hirst at the six-month mark and yearlong mark. Burstein created an initial document with what will be covered in the review, and Hirst provided feedback on what should be added. In preparation for the future

evaluations, Burstein and Hirst would like the Trustees to meet with Hirst as a group and arrange one-on-one meetings, as well. Hirst will fill out the self-evaluation for February; the Trustees will review it and send feedback. In the March meeting, it will be reviewed in an executive session, as it is a personnel issue.

- i. Kramer had two suggestions for the appraisal form about the wording in the rubric.
- ii. Martin-Page mentioned the Trustees should talk to Chanyasukit, as she integrated her research of the MBLC Trustee handbook in helping to revise the library director evaluation form in 2019. She might have additional feedback on the form.
- iii. Trustees will arrange with Hirst when they can meet one-on-one before February.

M: Burstein made a motion to end the meeting. It passed unanimously.

Meeting adjourned at 7:07 pm.

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2022