

## 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, March 14, 2023, at 6:17 PM.

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

Absent: Margolis

Trustees voted to convene the meeting.

Also present: Library Director, A. Hirst; Assistant Director to Administration, D. Savin, Dr. Adrian Carter and Ashlee Lewis from the Carter Development Group

All votes were conducted by roll call vote.

(Please note recording was started after the meeting convened and comments from the chair.)

- I. Comments from the Chair.
  - A. Burstein discussed the upcoming meetings and virtual and in-person status.
- II. Comments from the Public (5-minute limit)
  - A. Macy Davis (Children's Librarian) made a comment. Davis introduced herself as an employee and Brookline resident.
- III. Dr. Carter's Report
  - A. Dr. Adrian Carter and Ashlee Lewis presented results from the survey the Trustees, Foundation, and Friends of the Library took. 30 of the 37 members provided feedback.
  - B. The demographic breakdown reported most respondents were white and cisgender women.
  - C. There was a lot of disparity among the responses regarding organizational practices. This led to the conclusions that many are unaware of relevant metrics about the Library, that there are inconsistent interpretation of the community partnership efforts, and disparate understanding or agreement on the Library's DEI position and commitment. There is a need to conduct more ongoing pulse surveys of patrons.
  - D. Dr. Carter highlighted that already there are keywords and phrases in the Library's mission statement in regards to diversity, equity, and inclusion,

such as: connection; opportunity for all residents; cultural destination; people come together; and a cornerstone of our community.

- E. Survey respondents highlighted the following issues; unsatisfactory compensation; high employee turnover; low staff morale; little recognition; and no potential growth within the Library.
- F. Hung asked Dr. Carter what are the best practices to address the disparities in answers as a group. Dr. Carter recommended a strategic planning meeting specifically addressing diversity, equity, and inclusion, using either an expert or a rubric to get everyone on the same page. Lewis agreed with Dr. Carter.
- G. Cawthorne asked if Dr. Carter provides any training on what inclusive excellence looks like in a library.
- H. Zelkha asked if Dr. Carter thinks responses are based on perception or reality. Dr. Carter says perception becomes reality. Easily half and half. Are we answering for ourselves or based on specific data? Dr. Carter said that there is a lot probably based more on perception and encouraged reflection.
- I. Burstein reminded the Trustees that the training for Trustees, Foundations, and Friends with Dr. Carter is a hybrid meeting on the 15th of March.

#### IV. Secretary's Report

- A. There were minutes from the December and February meetings, as well as from the special meeting in January.
- B. Correspondence folder has been established, and letters and cards received thus far this fiscal year have been uploaded by Martin-Page to share with other Trustees.

Motion: Lohe made a motion to approve all the minutes. It passes unanimously.

#### V. Treasurer's report

- A. Lohe commented that the end of March is also the end of the 3rd quarter of our fiscal year, and the Trustees will know how much money they will have for the next fiscal year.

#### VI. Library Director's Report

- A. Hirst met with local State Rep Tommy Vitolo to appear on his TV program through B.I.G. (Brookline Interactive Group). No air date had been decided.
- B. Jeanne Val: someone made a donation through the Foundation in her name because of her great work at the Library.
- C. FY23 documents share that the Library is on track in its use of the budget.

- D. FY24 Hirst will be presenting to the Human Services Committee on March 27th, as well as to the Select Board on April 4th.
- E. Personnel: Hirst has paused recruitment until budget figures are certain, and Hirst believes the Library will step forward with those positions. The Select Board approved the Librarian III Circulation position, which will be posted shortly. Hirst is exploring options for summer hours and would like the Brookline Village branch and the Putterham branch to stay open on Saturdays, provided that staffing at Putterham is adequate and that the Town funds any additional utilities needed.
- F. Hirst will be on vacation from the 17th to 22nd and will not be available.
- G. Martin-Page asked Hirst about money for staff development in the municipal budget. The bulk of staff development funding is by the Friends of the Library, who are very generous. Hirst explained that less is being used currently due to Covid because of which librarians have been traveling less.
- H. Lohe added the director has the opportunity to use money from the Trustee's budget to supplement staff development efforts.

M: Livingston made a motion to approve the expansion of summer hours per Hirst's plan to keep the library locations open on Saturdays in the summer. It passes unanimously.

#### VII. Trustee Committee Reports

- A. Martin-Page reported on the Trustee Development Committee and asked Trustees to look over the minutes and the report, which has listed recommendations for how to improve the Board. One recommendation is to make the committee a standing committee, which requires a bylaw change, and the Trustees made plans to vote on it in May.

#### VIII. Old and New Business

- A. There is a Nominations Committee, and Trustees were encouraged to reach out to the Nominations Committee if they are interested in running for other officer positions on the board.
- B. Martin-Page mentioned that this is an election year.

IX. Executive session was convened to discuss Director Hirst's six month appraisal.

M: Livingston made a motion to move into Executive session. It passed unanimously.

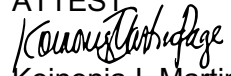
Executive session started at 7:27pm.

Meeting adjourned at 7:53 pm.

Minutes drafted by Carrie Zuttermeister

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2022-2023