

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, May 9, 2023, at 6:20 PM.

Present: Burstein, Chanyasulkit, Fredkin, Judy Goleman, Hung, Livingston, Lohe, Margolis, Martin-Page, Vanderkay, Vogt

Absent: Zelkha.

Trustees voted to convene the meeting.

Also present: Library Director, A. Hirst; Assistant Director to Administration, Lily Weitzman

All votes were conducted by roll call vote.

I. Nominations and Voting for Chair and Officers of the Board of Library Trustees

A. Karen Livingston is running the meeting, as the chair has not been elected.

B. Burstein is running for Chair. No other trustee is in the running. Nominations now are closed.

Vote: Burstein abstains from voting. All other Trustees vote Yes. Michael Burstein is elected chair at 6:26pm.

C. Jon Margolis is running unopposed for Vice-Chair. Nominations are now closed.

Vote: Margolis abstains from voting. All other Trustees vote Yes. Jon Margolis is elected Vice-Chair.

D. Carol Lohe is running unopposed for Treasurer. Nominations are now closed.

Vote: Lohe abstains from voting. All other Trustees vote Yes. Carol Lohe is elected Treasurer.

E. Koinonia Martin-Page is running unopposed for Secretary. Nominations are now closed.

Vote: All trustees vote yes. Koinonia Martin-Page is elected Secretary.

II. Comments from the Chair.

A. Burstein notes this is his fifth year as Chair.

B. Burstein welcomes Judy Goleman and Marissa Vogt as new Trustees.

- C. Burstein reminds Trustees that committees get the Committee appointments process at the start of the new fiscal year (starting July 1st). Each Trustee is a member of the committee until the June meeting.
- D. Burstein plans to make an Ad Hoc DEI committee that will respond to Dr. Carter's report, and he will be chair of this committee.

III. Comments from the Public (5-minute limit)

- A. No comments available

IV. Lily Weitzman Presents a Summary of the Adult Library Programming

- A. Overview: 424 programs, 35 per month, a combination of ongoing programs, like English Learning Groups to Book Groups, to Special Events. This includes in person, hybrid, and virtual events. (Events are available at the library website: <https://www.brooklinelibrary.org/events/>)
- B. Hybrid events include Gentle Yoga at Putterham.
- C. Virtual Events include The Social Poetry Book Group.
- D. When the Library had To-Go Craft kits, some were delivered to the local senior center.
- E. In person events include the Movie Matinee at Coolidge Corner
- F. The Library had a Decluttering event that was one of the library's most popular events.
- G. Since there are so many virtual events, libraries are promoting other events and encouraging patrons from other libraries to join. The Library mostly partners with other libraries in MA.
- H. There is an upcoming Pride event about queer and trans history, for both teens and adults.
- I. Lohe expresses her support at the success of the events and how they are making people of the community happy and would like to know how the Trustees can support these events. Hirst thanks Lohe for reaching out and says that these events are in development and any assistance has not been determined yet.
- J. Lily Weitzman says that other libraries have been making sure the policies around programming stay up to date. Burstein comments on how many more people can attend, and Weitzman agrees that accessibility is one of the benefits of virtual programming.
- K. Voigt asks how the staff gauges a positive response, Weitzman says they look at both the turnout and the feedback forms provided to see how people react to the programs.

V. Secretary's Report

- A. Martin-Page sent out April minutes for review. No requests for revisions were made.

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

- B. Martin-Page has no new correspondence to report.

VI. Treasurer's Report

- A. Lohe has not had a chance to send out the State Street report for this month, the endowment has gone up this month \$48,000.
- B. Romanow funds have been distributed to all 5 applicants, \$1000 to each applicant. Lohe reads Kenny Yim's application, which is included in an attached document. Lohe explains the Romanow scholarship is for funding library staff members in school to receive their Master's in Library Science.
- C. Lohe passes out copies of the budget and explains which meetings the budget is presented, voted on, and reviewed throughout the fiscal year. The budget this year reflects Hirst's new initiatives as a director. Lohe hopes the increase in the endowment is a trend.

M: Lohe makes a motion to approve the budget. It passes.

VII. Library Director's Report

- A. In the process of closing FY23 Budget, everything looks great, and some of the municipal budget may be used to cover some of the utilities.
- B. The Library has hired the IT Support specialist, Kaden Casanave, who is moving from California. He has experience in business management and IT.
- C. Five full-time positions are open. YS Librarian II at Putt and Coolidge Corner (shifted from Reference), YS Library Assistant III, and Librarian I in Tech Services have all been posted. Library Executive Assistant and Circ Supervisor applications are closed.
- D. Library revenue has been removed from the Library's budget, which means with an affirmative vote from the board, to remove all library fines and fees for the room rentals. These fees go to the Town, not to the Library.

M: Chanyasulkit makes a motion to approve waiving late fines for library materials and meeting room fees. The motion passes unanimously.

VIII. Annual Motions

- A. Motion: To establish the meeting time, in compliance with the bylaws the Board of Library Trustees will meet on the second Tuesday of each month at 6:15 p.m.
- B. Motion: Authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Director and, in her absence, the Assistant Director, to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations for which we have responsibility, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct, and that the goods, materials, or services charged for were ordered, and that such goods and materials were delivered, and that the services were actually rendered to or for the Town, as the case may be.
- C. Motion: Utilize trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing.
- D. Motion: Authorize the director to transfer funds to any and all accounts, for the FY2023 Budget.

M: Annual motions pass unanimously.

IX. Trustee Committee Reports

- A. No reports

X. By Law Changes

- A. Preliminary Motion (requested by the Vice-Chair, to be voted before Bylaw change #2): "The Library Services Committee will be replaced by the Library Policy Committee, and the responsibilities formerly of the Library Services Committee shall be transferred to and become part of the duties of the Library Policy Committee."

M: Motion passes.

- B. Under the paragraph in the section on Committees that begins "The Programming Committee," add this new paragraph: "The Trustee Development Committee will make recommendations to the Board, and it will develop and review policies that promote and maintain an effective board, as defined by the MBLC trustee handbook."

M: Motion passes

- C. The paragraph on the Library Service Committee that currently reads: "The Library Services Committee shall develop and review policies affecting the use of library facilities by the public, proposed by Library staff or board members, and make recommendations to the Board." will be changed to the following: "The

Library Policy Committee shall review library policies affecting public services. Library staff or board members and board committees may make recommendations for additional policies. The role of the Library Policy Committee is to ensure policy is ready for the Board to consider. Public Services include: programs, displays, services, outreach, collections, art, hours, use of buildings and grounds, and patron conduct."

M: Motion is made. It passes.

XI. Library Buildings and Grounds Policy

- A. With the new policy regarding flags, the Trustees no longer vote on whether or not they are approved, Hirst will have final say on flags.

XII. Old and New Business

- A. All Trustees meetings will be hybrid to make them accessible, however, the board is voting to see if Trustees prefer in person meetings or Zoom meetings.

M: Margolis makes a motion to see the preferences of the Trustees in regards to in person meetings or Zoom meetings. Four trustees voted for Zoom, four voted for in person, and three abstained.

- B. Burstein brings up that Livingston had wanted to talk about a Google Drive training for Trustees in the future. Hirst says the Library has access to Udemy, which has Google services trainings available.

M: Margolis moves to adjourn the meeting. It passes unanimously.

Meeting adjourned at 8:35 pm.

Minutes drafted by Carrie Zuttermeister

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2023-2024