

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

A hybrid meeting of the Trustees of the Public Library was convened on Tuesday, October 12, 2023, at 6:18 PM.

Present: Burstein; Fredkin; Goleman; Hung; Livingston; Lohe; Margolis; Martin-Page; Vogt; Vanderkay

Absent: Chanyasulkit; Zelkha

Also present: Library Director, A. Hirst; Assistant Director to Administration, D. Savin, Executive Assistant to the Library Director, C. Hesslein

Trustees voted to convene the meeting.

All votes were conducted by roll call vote.

### I. Comments from the Chair

- A. Burstein explains that he may need to leave meeting early; if this transpires, the gavel will pass to Vice Chair Margolis
- B. Burstein explains that Brookline Day went very well; thanks Trustees who participated

### II. Comments from the Public (5 minute limit)

- A. No members of the public present

### III. Secretary's Report

#### A. Minutes

- 1. No requests were made to make changes to the drafted September 12, 2023 minutes
- 2. Martin-Page asks for someone to move for the minutes to be approved; Lohe makes a motion to approve the minutes; Margolis seconds
- 3. Minutes are approved unanimously

#### B. Correspondence

- 1. All mail received was for Treasurer

C. Other items

1. No other items to discuss

IV. Treasurer's Report

A. Other

1. Haven't yet received State Street's statement for September
2. The endowment's August statement reflected a loss of \$110,000 in value due to market fluctuations; however, the endowment is still up for the year
3. An unexpected contribution from Hoar Foundation of \$30,000 was recently made to the endowment
4. Annual contribution to the Flaherty Fund for Innovation was recently made into the Endowment

V. Library Director's Report

A. Statistical

1. Fall programming began after a very successful Summer Reading Program; the Summer Reading Program's reach increased this year and all of the outcomes associated with the program were met
2. Bookmobile project is progressing; thanks to Rick's suggestions, Library is in talks with BrightDrop; BrightDrop is working with the vendor who does customization
3. Library is looking at placement for EV charger to charge the bookmobile vehicle
  - a) Lohe questions the proposed placement as the proposal places the charger in an area with a lot of traffic; Hirst explains how the restriping would enable safe passage of cars around bookmobile and ensure ADA parking spots remain

- b) Lohe asks why it can't be placed in the garage; Hirst explains it is a safety hazard in garage
  - c) Livingston and Martin-Page worry placement will impede flow of traffic; Hirst clarifies that other cars won't be able to park parallel to the bookmobile; the redesign of the lot will prevent that
  - d) Burstein asks for time frame for the installation of EV charger; asks about possibility for Buildings and Grounds Committee to meet with the Town Engineer to inquire about other options for placement
    - (1) Vanderkay will convene a meeting of the Buildings and Grounds Committee; Vanderkay will coordinate with Hirst to engage Town Engineer in meeting to discuss the current proposal, The Trustees' concerns, and potential other options
  - e) Trustees discuss potential options for where to park the bookmobile; suggestion parking it on Washington Street or carving out a new pavement section in the grass
4. On track to move forward with purchasing the automated materials handling system; Hirst worked with an electrician to get a quote for installing an extra circuit; both handling system and new circuit fit within budget; Hirst is working on the procurement piece to get requisition signed off
5. Hirst explains that the Library installed UV film on windows in the Gardner Room; book spines were fading due to sun damage; Library also had doors / windows in staff offices frosted

6. Hirst explains that she was approached by a local artist that wants to partner with us during the First Light Festival; historically the library has participated in a programmatic capacity; the artist projects large-scale short films onto buildings
7. Example of artist's work is shown; Martin-Page asks if this is the precise example that will be projected; shares that she would want to ensure that either Amanda and / or the Trustees see the final video; this is to ensure that there is nothing objectionable in the film; Amanda will coordinate with artist to view full film to be projected; there will be no cost associated with the projection

#### B. Financial

1. Hirst explains that the Library is on budget; 21% of the budget has been spent so far in the first quarter
2. Martin-Page questions the Library's utilities spend; Hirst explains that the Town underestimates utilities budgeting for the Library; Hirst explains that the Library had budget savings last FY that were moved into the utilities budget
3. Hirst explains that the Library is in the process of hiring several positions
4. Hirst explains that the Library received a Freedom of Information Act request from an activist in MA concerned about book challenges; request was to understand whether the Library had received any challenges
5. Martin-Page asks how things are going with new IT staff member; Hirst answers that he is busy and has a lot to work on, now and in the future; Hirst explains that a major component of this role will be to raise staff member's competencies about library-related technology

#### VI. Trustee Committee Reports

A. Other

1. Burstein asks if there are any questions regarding the report from Friends meeting; no questions posed

VII. Old Business

A. Other

1. No discussion

VIII. New Business

A. Review vault materials for deaccession

1. The Library's Archivist requests the Trustees approval to remove certain items from the vault in order to organize what we have and make space for new acquisitions; the Archivist has listed out recommendations of items to remove that do not meet collection criteria and / or are out of scope; Hirst clarifies that 'discard' does not mean throwing the items away; Hirst explains that we can look for organizations that may be interested in acquiring the items from us
2. Multiple Trustees indicate that if we can't find a home for something and therefore are presented with throwing it out, the Trustees would want to first decide if it should be discarded fully
3. Trustees agree that duplicates can be thrown out but we should endeavor to find homes for them first
4. Livingston and Lohe offer their trust in the Library's decision; indicate the Trustees shouldn't micromanage the process
5. Vogt asks if we are sure items weren't donated with the expectation that the item remains at the Library; Burstein and Hirst explain that our donation policy indicates that once an item is donated, it is effectively in

the Library's sole ownership; presumption is that anyone who donated would understand that we have the right to do whatever we want with it

6. Vanderkay notes curiosity about two items listed; wants answers to who the \$30 check was written by and who wrote the letter referencing the architectural drawing
7. Burstein requests clarification on the civil war envelopes
8. Hirst to ask Archivist to provide answers to these questions
9. Hirst adds that the Library doesn't want to discard anything that is historical, of value, or meaningful to the community
10. Vogt posits that we should defer to Archivist's expert judgment but not be disrespectful of past donor's wishes if they expected the Library to hold onto items
11. Lohe moves that the Board of Trustees gives the Library authority to deaccession the items on this list; Vanderkay and Livingston second; Margolis abstains; all other Trustees vote yes
12. Hirst asks what more can the Library provide the Board to help make decisions about this; Burstein indicates age of item could be helpful; Lohe asks for fuller description of items

IX. Remarks for the Good of the Order

- A. Burstein will be convening a DEI Advisory Committee meeting
- B. Staff appreciation holiday party will be in January 2024; like last year, Library Leadership / Admin will ask staff in advance what they would like out of their staff appreciation party; Admin will begin planning party
- C. The Policy Committee will be meeting in the immediate future; meeting date hasn't yet been finalized; tentative date is November 1, 2023

X. Adjourn

A. Margolis makes a motion to adjourn the meeting; Fredkin seconds; Trustees  
unanimously vote to adjourn meeting

Meeting adjourned at 7:14 PM.

Minutes drafted by Courtney Hesslein

A true record.

ATTEST

A handwritten signature in black ink, appearing to read "Koinonia I. Martin-Page". The signature is written in a cursive, flowing style.

Koinonia I. Martin-Page Secretary  
2023-2024