

## 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, February 13, 2024, at 6:17 PM.

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

Absent: Fredkin; Livingston; 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 provides brief comments about his health
- II. Comments from the Public (5 minute limit)
  - A. No comments from the public
- III. Welcome Chloe Feuerstein - Assistant Branch Supervisor, Coolidge Corner
  - A. This agenda item will be moved to the next Trustees meeting
- IV. Secretary's Report
  - A. Minutes
    1. Martin-Page notes that an update was made to January's minutes; clarifies that Anne was in service for 46 years, not only 27
    2. Lohe motions to approve the updated minutes; Margolis seconds
    3. Trustees unanimously vote to approve minutes
  - B. Correspondence
    1. Martin-Page informs Trustees that the correspondence subfolder on the Google Drive has two letters uploaded
  - C. Other items

1. No other items to discuss

V. Treasurer's Report

A. Other

1. Nothing to report; Lohe asks if anyone has questions on the half-year budget; no questions for Lohe

VI. Library Director's Report

A. Statistical

1. Hirst explains that she will meet with the Select Board on Tuesday, March 19 to discuss next year's budget, the Library's long- and short-term goals, and how the Library's goals align with the Select Board's goals
2. Hirst submitted FY25 goals, which are largely the same as FY24's goals
3. Library is operating business as usual after recent onboarding of new staff

B. Financial

1. No discussion and no questions from Trustees

VII. Trustee Committee Reports

A. Staff Appreciation

1. Annual party was held on February 2; went well; group photo of attendees is in the February Google Drive folder

B. Other

1. Written report in Drive from Friends meeting
2. Trustee Development Committee: work ongoing on new trustee orientation plan

VIII. Old Business

A. Staff Retention

1. Margolis proposes that we consider an anonymous survey for staff to understand staff sentiments, which would include a question about likelihood of staying at PLB and for how long; explains that it would be phase one of a broader project that follows up on the survey and shows Trustee's ongoing fact-finding attempt to continue to inform actions / solutions; Margolis reminds Trustees that they are not managers of the library
2. Vogt inquires about how to get information about salary comparisons
  - a) Hirst explains that Town is in process of completing a compensation study but only for Department / Division heads; Hirst reminds Trustees that they can fund a salary study
  - b) Margolis offers that Trustees should be more involved in non-salary items but indicates his interest in Trustees funding this kind of study; Burstein indicates he will look into what the Massachusetts Board of Library Commissioners suggests / offers
3. Lohe asks Hirst about the degree to which Library salaries are linked to other Town roles; Hirst answers that they are distinct

## IX. New Business

### A. Board and Commission Procedures

1. Burstein explains that the Select Board is trying to get more updates from Boards they appoint; since the Library Trustees are not appointed and have different reporting structure, Burstein will talk with Select Board Chair to understand what they would like to see / receive from the Library Trustees' annual report; Burstein offers that this presents another

opportunity for the Trustees to advocate for the Library and the Library's budget

2. Martin-Page adds to Zoom chat the weblink to Massachusetts conflict of interest summary; asks for roll call to be completed to indicate that each Trustee has received the link; all present Trustees indicate receipt; will need to share link with 3 absent Trustees at the next meeting

X. Remarks for the Good of the Order

- A. Burstein informs Board that the four trustees with terms expiring this year have indicated their interest in being re-elected; thanks them for their commitment to serving again
- B. Burstein reminds Board of DEI Committee's purpose, which is to implement changes based on the Carter study; explains that he made himself Chair to ensure this work would move forward, but has realized that the Chair of the Board shouldn't chair a second committee; puts out call to whole Board for someone to chair the DEI Committee
- C. Burstein also appointing a Nominations Committee; Kristin Hung will chair the Committee with Judith Goleman; the purpose of this Committee is to find people who are interested in serving as officers of the Board
- D. Burstein explains that this is his 3rd year chairing the Board, has chaired the Board for a total of 5 years over the years; indicates that it is time for him to take break from chairing; is asking the Nominations Committee to identify a Trustee / Trustees who would be able and willing to serve as chair

XI. Adjourn

- A. Margolis moves to adjourn meeting; Chanyasulkit seconds
- B. Board unanimously votes to adjourn meeting

Meeting adjourned at 7:19 PM.

Minutes drafted by Courtney Hesslein