

## 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, March 12, 2024, at 6:16 PM.

Present: Burstein; Chanyasulkit; Fredkin; Goleman; Hung; Livingston; Lohe; Margolis; Martin-Page; Vanderkay; Vogt; 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 states that 4 members of the Board (Goleman, Hung, Lohe, Zelkha) are up for re-election; encourages those members to get their re-election papers to the Town Clerk's office

### II. Comments from the Public (3 minute limit)

- A. Vogt shares a comment received from a member of the public outside of this meeting; patron is interested in the Library having a seed library (similar to Watertown's); Burstein and Livingston share that PLB once had one; Hirsts agrees to think about possibility of adding one
- B. Hirst informs Trustees that patrons can submit questions / feedback through the website's 'Ask Me' function – submissions via 'Ask Me' create tickets that staff monitor and respond to

### III. Secretary's Report

- A. Minutes

1. There were no edits suggested for the February 12, 2024 meeting minutes; Martin-Page makes a motion to approve the minutes; Livingston seconds; minutes are approved unanimously

B. Correspondence

1. No correspondence received

C. Other items

1. No discussion

IV. Treasurer's Report

A. Other

1. Lohe informs Board that FYQ3 ends on March 31; the FYQ3 endowment amount is usually what is used to plan out next FY's budget
2. Lohe asks heads of committees and Trustees who are part of projects / with any discretionary funds to inform her of funding needs so that she can plan FY25 budget accordingly
3. Livingston asks Lohe if Trustees should provide gifts to departing employees; Lohe mentions that Trustees did not vote on an approach to gifting departing employees; Savin explains how library staff usually take up a collection; Hirst adds that the Director's Discretionary fund covers the cost of a cake and \$25 for other party supplies (if a goodbye party is planned); some Trustees share discomfort about providing gifts; some provide suggestions for giving meaningful gifts in an equitable manner
4. Hirst suggests that the newly formed Employee Resource Group determine and propose what the Trustees can do to recognize a departing staff member's contributions; Burstein suggests that it falls under the Staff Appreciation subcommittee's remit

5. Burstein will search records of minutes to see if anything was voted on related to Trustees giving staff gifts

V. Library Director's Report

- A. Hirst informs the Board that PLB's Lunar New Year celebration events were a huge success; praises multiple staff members (Elissa, Jingting, Silvia, Yixuan, Winnie, and Zitong) for their hard work on this effort
- B. Hirst shares that the materials sorter will be installed on July 23, 2024 and that all locations will be closed on Sunday, March 31, 2024
- C. Hirst informs the Board that Lily Weitzman, Reference Librarian II resigned; Lily's last day will be March 15, 2024; Hirst commends Lily for all of their contributions to PLB
- D. Hirst mentions that the Library will be on the Advisory Committee's public hearing agenda on Thursday, March 14, 2024; Burstein will send link to all Trustees; Burstein mentions that the Select Board will meet on March 19, 2024
- E. Vogt asks about ARPA money; Hirst confirms that ARPA money is still available for the bookmobile and that she will have updates shortly on bookmobile status

VI. Trustee Committee Reports

- A. A written report from the Friends of Brookline Public Library is in the Drive
- B. Martin-Page informs Board that the Trustee Development Committee's work is still progressing; documents and a progress report can be found in the Drive

VII. Old Business

- A. Staff Retention - Salary Study
  1. Trustees resume conversation from previous meeting about salary study for Library staff; debate whether Trustees would pay for it or ask Town to

cover cost; Lohe asks what we would do with information from study;  
Hirst answers that it would provide an accurate data point for advocacy

## VIII. New Business

### A. Resident patron type

1. Hirst and some Trustees were informed that non-resident public school students were unable to access some Library resources that are designated for residents only; Hirst mentions that libraries have flexibility in defining what qualifies as a patron type (like resident), that there is nothing in Library contracts that precludes PLB from expanding resident patron type, and that doing so is in line with her continued work to increase equity and access
2. Hirst asks Board to take action on the following items:
  - a) acknowledge as a Board the students who felt excluded, embarrassed, or ashamed for not having the same access
  - b) approve an expanded definition of who is a resident to include:
    - (1) Anyone with a verified Brookline address
    - (2) Any Brookline property owner regardless of where they reside
    - (3) All Public School of Brookline students
    - (4) All Town Employees
3. Margolis makes a motion to authorize the Board Chair to draft a communication expressing Board's regret in its failure to provide all public school students with access to library resources; Livingston seconds; Lohe suggests the letter specifically focus on METCO; Burstien

confirms and mentions that letter will go to Malcolm (head of METCO program) to share with students

a) The Board unanimously votes yes

4. Margolis makes a motion to expand the definition of who is considered a resident to anyone with a verified Brookline address, anyone who is a Brookline property owner, any Public School of Brookline student, or a Town employee; Lohe seconds

a) The Board unanimously votes yes

IX. Remarks for the Good of the Order

- A. Burstein reminds the Board to consider taking his place as Chair of the DEI committee; Burstein reminds the Board of the Nominations Committee headed by Hung and Goleman; asks Board members to volunteer for open offices / positions (including Board Chair position)

X. Adjourn

- A. Margolis moves to adjourn the meeting; Lohe seconds; motion is approved unanimously

Meeting adjourned at 7:47 PM.

Minutes drafted by Courtney Hesslein

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2023-2024