



## THE PUBLIC LIBRARY OF BROOKLINE

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### **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, June 10, 2025, at 6:16pm.

Present: Livingston, Burstein, Bloomenthal, Goleman, Hung, Lohe, Margolis, Silver, Vanderkay, Vogt, Zelkha.

Absent: Chanyasulkit.

Also present: Interim Library Director, D. Savin; Assistant Director for Administration, R. Brennan; Executive Assistant to the Library Director, C. Artavia; Interim Head of Collection Services, S. O'Donnell; Youth Services Librarian, Emma Kell.

Motion to convene by Livingston; Burstein seconds. All present vote yea, 6:16 p.m.

#### I. Comments from the Chair:

- A. Livingston thanks everyone for assisting her in her first month as Chair.
- B. Livingston states that Savin will be asking for July 15th to be closed for the workplace consultant to display the findings from staff surveys and focus groups to the staff in an All-Staff Day. The Board concludes that this closure does not need to be voted on, only asked for by the Library Director.
  - 1. Livingston proposes that the Board may want to meet in August to discuss the results of the staff survey, and the “path forward” before a permanent Library Director can be appointed. Livingston reiterates how important this report is and that everyone be present.
  - 2. Livingston states that the Trustees will also hire a Board consultant; she is considering Maura Deedy, among others.



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a) Livingston asks that everyone on the Board individually register for the June 17 United For Libraries program and has signed up all Board members for the series.

b) Results from the workplace consultant will determine next steps.

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

A. No public comment.

III. Action Item Report: Artwalk -- Sean O'Donnell and Emma Kell

A. FY25 Action Item: O'Donnell and Kell present their Artwalk report to the Board, followed by a Q&A session.

IV. Action Item Report: After Hours Programming -- Shannon McDonald and Elissa Martel

A. McDonald and Martel present their After Hours Programming report to the Board followed by a Q&A session.

1. Questions arise about permission for event photos, esp. children.

a) Library Functions Chair, Burstein, states that there is a policy in place that can be discussed further at that next committee meeting.

V. Secretary's Report

A. Minutes

1. Livingston makes a motion to approve the May 2025 minutes; Vanderkay seconds.



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a) It is commented that the minutes have been more detailed recently than is necessary. Goleman passes out a tip sheet of best practices for more efficient meeting minutes.

b) Board votes unanimously to approve the minutes.

B. Correspondence

1. No correspondence received.

C. Other items

1. No discussion.

VI. Treasurer's Report

A. No Report

VII. Library Director's Report

A. Savin discusses the upcoming Staff Day on July 15th (the Library will be closed all day).

1. The first half of the day will be a presentation by Amy Rebecca Gay, workplace consultant.

2. The second half of the day will be department meetings and voting on Action Items for FY26.

B. Statistical

1. N/A

C. Financial

1. The Municipal budget passed; no objections.



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2. The budget is on track and is close to closing out the fiscal year.
  - a) Savin reminds the Board that the budget that is presented at the Board meetings reflects the close of the prior month.
3. Staffing Report:
  - a) One internal promotion from PTLA to full-time library assistant at Coolidge.
  - b) One employee, a PTLA, is working out of class as a librarian at Brookline Village.
  - c) A few resignations from part-time staff.
4. PLB is closed for 6/19 for Juneteenth.
  - a) Pride Day is on Saturday, 6/21.
5. Savin discusses Incident Reports, how the library handles them, and professional ethics in regards to incident reporting.
  - a) Questions for Savin about the level of incidents, how information gets to the public, and how soon the Board hears about these incidents.
6. Bloomenthal asks for clarification on when to pass questions to Admin or when to leave with Livingston. Library services can go to Danielle, larger governance issues can go to Karen.



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7. Vogt asks about Drag Queen story time. Savin answers that it was held two years in a row and staff chose other programming for this year because they like to offer a variety of programming each year.
8. Zelka asks about the Pride and Juneteenth flags and signage. Savin answers that because they no longer had the flags from two years ago, the library procured new Pride and BLM flags for each building and then had to change the grommets in some of them to put them up. There wasn't time for custom signage other than on the website, program flyers around the buildings, and closure signs in honor of Juneteenth.

### VII. Trustee Committee Reports

#### D. Trustee Development Committee

1. The committee will be meeting and discussing continuing education topics, COI and Open Meeting Law training; COI/OML guide available in the BOLT folder.

#### E. Advocacy Committee

1. Meeting Thursday, June 12th at 5:00 p.m.

#### F. Finance Committee

1. Reminder to submit all warrants.

#### G. Investment Committee

1. Meeting in July.

#### H. Staff Appreciation



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1. Bloomenthal reports that the committee met last week but the soda stream idea was rejected due to sustainability concerns.

- a) Question about whether the money can be carried over to next year; Lohe answers 'no'.

### I. Library Functions Committee

1. Proposed change to Lost and Found Policy

- a) Burstein makes a motion to move the policy.

- (1) A concern is expressed regarding the 2-week policy.

Burstein and Savin explain that in the case of lost valuables the Library tries, where possible, to contact the patron, often for more than two weeks. The motion is seconded by Hung; Board votes to unanimously approve the updated policy.

### J. Friends Committee

1. Vanderkay reports that the last meeting was on June 9th and Sam Mintz, editor of Brookline.News, was the speaker; the Friends Committee will not be meeting for several months.

### VIII. Old Business

- A. None

### IX. New Business



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- A. Burstein makes a joint motion to move the Tuesday, October 14th, meeting to Thursday, October 16th; and the Tuesday, November 11th meeting to Wednesday, November 12th; motion is seconded by Bloomenthal; Board votes unanimously to move both meetings.
- X. Remarks for the Good of the Order
- A. Livingston thanks Trustees for committing to the work ahead.
- XI. Adjourn
- A. Lohe makes a motion to adjourn the meeting; Silver seconds. Board votes unanimously to adjourn the meeting.

Meeting adjourned 8:19 p.m.

Minutes drafted by Cary Artavia

Attested,

Judith Goleman, Secretary

July 2, 2025