

Trustees Minutes

January 8, 2019

A regular meeting of the Trustees of the Public Library was held on Tuesday January 8, 2019 at 7:00 p.m. at the Main Library. Those present were:

Axelrod	Goldman	Lohe
Burstein	Healy	Margolis
Chanyasulkit	Livingston	Martin-Page

Also present: S. Slymon, Director; A. Reed, Assistant Director, and C. Bignoli Assistant Director of Technology.

I. Approval of Minutes

M It was moved to accept the minutes of the December 9, 2018 meeting. This motion was seconded and passed unanimously.

II. Library Director's Report

Circulation: The circulation stats were distributed to the Board. There was a problem in Overdrive that prevented our patron hold lists from updating throughout the month of December. Consequently, we discovered huge hold lists waiting for us in January. We did a lot of purchasing to get caught up and are pursuing a monetary credit from Overdrive.

Financial: The rolling annual financial report can be found at: <http://bit.ly/2DuYUaA>.

Capital Improvement Plan (CIP): The CIP requests have been sent to the Deputy Town Administrator, who then sent them along to the Town Administrator. The Putterham bathroom renovation will commence shortly. The Main Library renovation was placed in Future Years, with 2026 being the earliest possibility. All other requests were excluded. The Director has submitted eight expansion requests, including a first time ever request for support of the computer infrastructure.. The Director would like to see an additional \$80,000 added to the Personnel budget line and have the full-time Library Assistant I position upgraded to a full-time Library Assistant II position.

Annual Board Picture: The Board of Library Trustees picture will be taken next month at the very beginning of the meeting.

Coolidge Corner: The Director will be giving a tour of the renovated Coolidge Corner Branch to members of the Mass Board of Library Commissioners sometime in January.

This Month in Libraries: The Director shared an article on "One easy New Year's resolution to help save democracy in 2019": It can be viewed at: <https://www.salon.com/2019/01/01/one-easy-new-years-resolution-to-help-save-democracy-in-2019-go-to-the-library/>.

Staffing: The Director heard from the candidate, who was offered the Facilities Manager position and he withdrew his candidacy. The Director has re-posted the position and interviews will be scheduled.

Beacon Hill Gym Passes: R. MacKenzie had a terrific idea and asked Beacon Hill Athletic Club (BHAC) if they would be willing to work with the library and donate gym passes. BHAC will donate 52 one week passes to their gym. They will be included on our Museum Pass menu with more traditional museums. C. Chanyasulkit will ask her gym if they would also be interested.

M All-staff meeting: As is typical in the month of June, it was moved to close all libraries on June 6, 2019 for the all-staff meeting. This motion was seconded and passed unanimously.

Tween: The opening of the Tween Room has been pushed back to late January, as the appropriate amount of books had not been ordered. The carpet is in and most of the painting is done. The Director and Tween Librarian invited the Deans and Principals, as well as the Board of Library Trustees, to a private tour of the Tween Room tentatively scheduled for January 31, 2019. The Director thanked the custodial staff for all of their hard work in transforming the space.

M Tee-Off: A motion was made to close the Main Library on June 15, 2019 for the Tee-Off. This motion was seconded and passed unanimously.

Friends of the Library: The Director was informed by the Friends of the Library that due to a decrease in sales revenue, there may be some reductions in regards to library funding. The Director has asked that if that does occur, that they make the reductions uniformly and not in a specific area. For instance; if there is a 10% reduction in programming then make a 10% reduction in staff development, as an alternative to 20% in one area.

Patriot Act: The library has not been served with any court orders since the last meeting.

III. Committee Reports

M Investment Committee Report: C. Lohe and the Investment Committee met and have requested that number of Investment Committee members be changed from the current nine members to between seven and nine members. A motion was made to change the Investment Committee members to between seven and nine. This motion was seconded and passed unanimously.

Coolidge Corner Renovation Committee: The pizza party thanking the Sussman House was enjoyed by all.

Disposition of Toys: As suggested by D. Geanakakis, an Invitation to Bid Obsolete or Surplus Items Offered for Sale was placed in the Tab.

Staff Appreciation Party: The Staff Appreciation Party, formerly known as the Holiday Party, will be held at the Main Library on January 11, 2019 at 5:30 p.m. C. Chanyasulkit reported that the servers, bartender, DJ, chair massage therapists and food and drinks have been confirmed. The Committee Chair then distributed a sign-up sheet for Trustees to volunteer to either set-up, administer the party and clean-up.

IV. Old/New Business

M The FY'20 Action Plan was distributed. A motion was made to approve the FY'20 Action Plan. This motion was seconded and passed unanimously.

K. Martin-Page requested that the Library Display Committee do a display for June*teenth. A. Reed will inform the display committee.

P. Mehta has resigned as the Chair of the Board of Library Trustees but will continue to serve on the Board.

V. Adjourn

M There being no further business to come before the meeting, upon motion duly made and seconded, it was unanimous:

Voted: To adjourn at 8:23 p.m.

A true record.

ATTEST

Koinonia I. Martin-Page

Secretary

2019