

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, December 13, 2022, at 6:20 PM. Those Trustees present were:

Cawthorne, Chanyasulkit, Hung, Livingston, Lohe, Margolis, Martin-Page, Vanderkay, Zelkha.

Burstein, Kramer, and Fredkin were absent. Lori Cawthorne is running late.

Also present were: A. Hirst, Library Director; D. Savin, Assistant Director for Administration; Cynthia Hamilton, Administrative Assistant; Guy Harris, Supervisor of Coolidge Corner Library

All votes were conducted by roll call vote.

I. Comments from the Chair

- a. Amanda Hirst introduces Guy Harris, new supervisor of CC Branch. He discusses his past library experience and his start at CC. His last job was at Boston Public Library.

II. Comments from the Public (5 minute limit)

- a. None

III. Secretary's Report

- a. Minutes- Lohe moved to have the minutes approved.
- b. Koinonia asks Lohe about State Street. All the Trustees have been emailed the relevant information from State Street.

M: The motion to approve the November meeting minutes was seconded and passed unanimously.

IV. Treasurer's Report

- a. FY23 Budget- Lohe doesn't have any information to update about the budget yet but hopes to have the information for the next meeting.
- b. Lohe announces there are two new members in the Investment committee, Jim Tringas and Dulari Pancholi.
- c. There was an improvement in the State Street report from October to November by \$270,000. State Street is doing as well as everyone else, so Lohe is confident the Library is in good hands. The Library could improve in the fees they currently charge the Library. 5 years ago, the Library negotiated to lower fees and Lohe hopes to do that again. Hirst is asking other libraries about the fees they are charged and Lohe asks the Trustees to do the same. Margolis asks if other libraries have similar endowments to BPL and Lohe believes some do but has no specific information.

V. Library Director's Report

- a. The Library hit the 50% mark for the budget by the end of December. Hirst submitted a proposed budget to the Town of Brookline and met with the director, assistant town manager, and treasurer. Hirst asked for 6% total increase so the Library can meet the state aid budgetary requirements and increase in materials spending by 10%. It will also cover an increase in personnel spending to increase part time hours and fill our full time vacancies.
- b. The Town has the goal to help individuals impacted the most by the pandemic, which aligns with the Library's goals. This includes supporting provided services to the underserved, like K-12 education and lifelong learning, partner with common organizations to implement library wide racial equity strategies, and literacy, partner with community organizations to improve the reach of the library, and increase opportunities for citizens to interact with the library without having to visit a library.
- c. The second round of ARPA funding (American Rescue Plan Act), and Hirst will be asking for grant funding for a bookmobile for outreach in places like senior centers and headstarts. Wrapping up the first round of ARPA funding, the Library received funding for density counters, chromebooks, chromeboxes, and outdoor solar charging stations. The Library will be reimbursed for 60k for this spending.
- d. The Library is recruiting for Network Administrator and Custodial positions.
- e. Dr. Carter's updates: His group has met twice with the Library's internal DEI committee. They provided feedback for a survey and collected demographic info on staff. He has met with stakeholders from Simmons University and has an upcoming meeting with Brookline Public Schools and the Steps to Success program, which the Library has previously partnered with.
- f. Staff appreciation party update-Library Staff gave feedback via poll, regarding date, food, and activities.
- g. Vanderkay asks about individual facility stats. Hirst keeps a few stat sheets- just sent a version out to staff today with November numbers, Putt print circulation up 6%, CC up 3% BV down 29% (compared to last normal year, 2019). All locations door counts down 40-50%. Since the fall, numbers have been pretty consistent.
- h. Hirst discusses programming to invite folks back to the library- 80% of Brookline using the next door app- use that to invite patrons to programs. Lohe adds there is money available for this.

VI. Trustee Committee Reports

- a. Committees:
 - i. Advocacy- no report
 - ii. Buildings and Grounds- written report distributed
 - iii. Hours and Staffing- no report
 - iv. Investment Committee - written report distributed
 - v. Library Services- no report
 - vi. Trustee Relations- no report
 - vii. Programming- no report
 - viii. Staff Appreciation- no report

- ix. Trustee Development- No report, but Margolis asks the chair to remind the Trustees of the committee's duties. The committee is defining the roles of the Trustees and creating exit interviews and Professional Development updates for Trustees.
- b. Liaisons:
 - i. CDICR- no report
 - ii. Brookline Library Foundation- no report
 - iii. Friends of the Brookline Public Library- Margolis says they have no (oral) report, but mentions the Friends have a lot of money listed in their financial report and asks Vanderkay to elaborate on future plans. Vanderkay reports they have no plans for the money but will work on a spending plan with Hirst. Livingston asks if it would be used for the Bookmobile. Hirst says she will discuss this with the Friends.
- c. Committee reminders-no report

VII. Old and New Business

- a. Old Business-none
- b. New Business- Diversity Audit, which is looking at the Library's Adult Fiction collection. The Library is hoping to conduct these audits on the rest of the Library's collection at all three locations. Hirst discusses the price of the Diversity Audit and looks for Trustees for discussion of funds. Margolis asks if the audit is looking at subject matter or author. Hirst says it looks at both and is a very hands-on project that would be labor intensive for staff, which is why the Library would like to hire a third party. They also provide recommendations to fill the gaps. Livingston asks about future spending for training regarding diversity. Dr. Carter was paid a fee initially and will be also paid upon completing his work. The rest of the funds have not been allocated to another place. Martin-Page says in the past they had discussed using the money set aside for Racial Equality training work on other related projects. The Diversity Audit falls within the parameters. Margolis says the Library and Trustees expect to do more of this work in the future and will set funds aside in the future for more training.

M: Livingston makes a motion of expenditure of up to \$4200 to commission the Diversity Audit to be paid for from the remaining allotted money for Racial Equity Training. Hassan seconds the motion.

Unanimously passes.

- c. Vanderkay brings up trees that are being cut down, many near Putterham. Vanderkay is concerned and urges other Trustees to stay aware and get involved to see if it is possible to prevent them being cut down.
- d. Hirst brings up changing the age of getting a library card. The age is 3 currently, and Hirst and the Youth Services department couldn't find any reason there should be an age restriction and requests to have it removed. The parent or guardian should be allowed to decide when their child is old enough to request a card.

M: Lohe makes a motion to remove the age restrictions on getting library cards, Chanyasulkit seconds. Unanimously passes.

VIII. Remarks for the Good of the Order

IX. Adjourn

M: A motion was made, and seconded, to adjourn the meeting, and the motion passed unanimously.

Adjourned at 7:15 PM

A true record.

ATTEST



Koinonia I. Martin-Page

Secretary

2022-2023