

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, May 14, 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 for Administration, D. Savin; Reference Supervisor, J. Steytler; Children's Librarian, M. Davis; Executive Assistant to the Library Director, C. Hesslein

Trustees voted to convene the meeting.

All votes were conducted by roll call vote.

- I. Nominating Committee Report and Election of Officers
 - A. Election for Chair: Nominating Committee puts forward Kristin Hung as candidate for Chair; there are no additional candidates; Board votes unanimously to elect Hung as Chair of Board of Library Trustees
 - B. Election for Vice Chair: Nominating Committee puts forward Karen Livingston as candidate for Vice Chair; Livingston accepts nomination; there are no additional candidates; Lohe makes a motion to close the nominations; Vanderkay seconds; Board votes unanimously to elect Livingston as Vice Chair of Board of Library Trustees
 - C. Election for Treasurer: Nominating Committee received one self-nomination from Carol Lohe; there are no additional candidates / nominations; Livingston makes a motion to close the nominations; Burstein seconds; Board votes unanimously to elect Lohe as Treasurer of Board of Library Trustees
 - D. Election for Secretary: Nominating Committee puts forward Judith Goleman as candidate for Secretary; there are no additional candidates; Margolis makes a

motion to close the nominations; Vanderkay seconds; Board votes unanimously to elect Goleman as Secretary of Board of Library Trustees

- E. With Burstein vacating the Chair role, Board recognizes Burstein's commitment to the Board, his endless guidance to all Board members, and his steadfast leadership during time as Chair; Board members toast to Burstein

II. Annual Motions

- A. Motion that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Director and, in her absence, the Assistant Director, to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations for which we have responsibility, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct, and that the goods, materials, or services charged for were ordered, and that such goods and materials were delivered, and that the services were actually rendered to or for the Town, as the case may be.
- B. Motion to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing.
- C. Motion to continue to meet the second Tuesday of the month at 6:15 p.m.
- D. Motion to authorize the Director to transfer funds between any and all accounts, thereby closing out the FY 2024 budget.
 - 1. Chair introduces first motion; Board discusses if Chair can call for motion to approve all four at same time; Chair determines that Board will vote on all four motions at once
 - 2. Chair calls for motion to vote for all annual motions as one and to vote on them at same time; Livingston motions; Vanderkay seconds; Board votes unanimously to approve all annual motions

III. Comments from the Chair

- A. No further comments

IV. Comments from the Public (3 minute limit)

- A. No members of public present
- V. Action Item Report: Programming for Neurodiverse Patrons - Jess Steytler and Macy Davis
 - A. Steytler and Davis present on the project's goals, materials, completed and planned programming, outcomes, barriers, and recommendations
 - B. Chanyasulkit asks if Action Item could tap into the LSTA grant from the Massachusetts Board of Library Commissioners; Davis clarifies that due to generously increased programming budgets from Friends and Foundation, PLB had necessary funding to get project off the ground
 - C. Hung asks about utilization and self-regulation to determine if the materials and programming are being used by the intended patrons; Davis and Stetyler indicate that all programs are open to everyone but the sensory storytimes haven't hit full capacity yet, clarify that once the sensory kits are in circulation we will have more data on their usage
- VI. Secretary's Report
 - A. Minutes
 - 1. Livingston makes a motion to approve April's attested minutes; Hung seconds; Board votes to approve minutes
 - B. Correspondence
 - 1. No correspondence received since April meeting
 - C. Other items
 - 1. No items to discuss
- VII. Treasurer's Report
 - A. Other
 - 1. Lohe details drafted budget for FY25, highlighting proposed changes

2. Margolis begins discussion about how Trustees could receive contributions to the endowment without competing with Friends and Foundation
3. Vanderkay motions to vote to approve proposed budget for FY25; Burstein seconds; Board unanimously votes to approve FY25 budget

VIII. Library Director's Report

- A. Shannon McDonald started as Coolidge Corner's Branch Supervisor on May 6, 2024

IX. Trustee Committee Reports

A. Other

1. Vanderkay informs Board of the Friends annual meeting on June 3, 2024
2. Martin-Page informs Board of the Trustee Development Committee meeting on May 17, 2024

X. Old Business

A. Staff Retention

1. No discussion; will add topic to June's agenda

B. Letter to Select Board: Pay Equity

1. Burstein explains that the pay equity letter sent after last meeting did not ask for immediate action from the Town; informs Board that he only heard back from 1 member of the Select Board (VanScoyoc) and 1 candidate for Select Board (Park)
2. Burstein requests Chair's permission to reach back out to Select Board to discuss pay equity letter further; asks Hirst to provide update on HR Board's plan related to classification and compensation studies at the Department and Division Head level

3. Hirst explains that she believes that as a result of the letter the Board sent, there was an urgency that led to the Assistant Director position being moved up in the HR Board calendar to May's meeting
4. Burstein posits if it would be helpful to have a Board presence at the HR Board meeting as a way to show support / advocate for salary increases
5. Burstein requests a motion to allow him to submit in writing to the HR Board a letter on behalf of the Trustees requesting that the HR Board adjust the Assistant Director's salary to be commensurate with appropriate salaries based on the Town's research; Livingston seconds; Board votes unanimously to approve motion
6. Burstein to draft letter; to review it with Hirst, Savin, and Hung

XI. New Business

- A. Vanderkay asks if David Mark Goldstein, a major advocate for the Library and the Board, is still on the Advisory Committee; Burstein confirms that he is

XII. Remarks for the Good of the Order

- A. Burstein reminds Board that current committees stay seated until June meeting; Chair plans to reach out to Board members to determine what committees members want to serve on; Chair to put together committees by June meeting

XIII. Adjourn

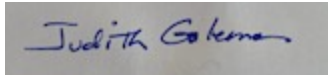
- A. Lohe makes a motion to adjourn meeting; Livingston seconds; Board unanimously votes to adjourn meeting

Meeting adjourned at 8:21 PM.

Minutes drafted by Courtney Hesslein

A true record.

ATTEST

A rectangular box containing a handwritten signature in blue ink that reads "Judith Goleman".

Judith Goleman
Secretary
2024-2025