

Minutes of the Board of Library Trustees – April 1, 2008 – 7 PM
Brookline, NH

Present: Ed Cook Louise Price
John Lindgren Helen Ballou
Betsy Solon Myra Emmons, Director

Election – The Board elections were held and the offices are as follows:

Chairman: Ed Cook (Louise nominated, Betsy seconded; **motion passed- unanimous**)
Treasurer: Betsy Solon (John nominated, Louise seconded; **motion passed-unanimous**)
Secretary: Helen Ballou (Ed nominated, Louise seconded; **motion passed-unanimous**)

Minutes

The March 2008 minutes were accepted as written.

Treasurer's Report

For the period ending March 31, 2008, the Treasurer's Report showed a balance of \$51,443.91. The report was filed.

Old Business

New Hampshire Library Trustees Association – There was a discussion about the upcoming NHLTA annual conference in North Conway on May 14, 2008. Louise explained that the trustees' mileage is usually covered but the fee itself is paid for by the trustees. Myra will also attend. Dues to the NHLTA will be paid in June, handled by Betsy.

Director's Report –

- Aloha to Deb who has returned from Hawaii.
 - As of Monday, March 31, 2008, library hours have been expanded.
 - Myra acquired wooden book shelves from the Hooksett Public Library. Thank you! Needed are pickup trucks and volunteers to move them.
 - The audiobook order in Memory of long-time Brookline resident and library patron, Nancy Howard, has been received, processed, and on display.
 - Myra reported that Karina's programs are very well attended plus there will be a wide variety of children and adult programs slated for the upcoming year.
 - Myra had worked on updating the maintenance schedule with John. See attached schedule.
 - Furnace filters have been replaced.
 - Outside flood lights are in the process of being repaired.
 - Water filters and salt were replaced.
 - The Library is on the Town's schedule with Scott Knowles for inspection of the detectors and fire extinguishers.
 - The Library was closed on Friday, March 28, 2008 due to inclement weather and a power outage.
 - The Mystery books are now intershelved with the other fiction books. They will still have Mystery stickers on them.
 - Myra and Deb will be attending workshop(s) - updates to follow.
- It was noted that reimbursements to staff for workshop fees are contingent upon

completion of the course.

-Accepted the library's staff meeting minutes. See attached minutes.

See attached Director's Report for more details.

Performance Review Forms- To be discussed at the next meeting.

Action Item List- The Action Item List will be discussed at the May meeting.

New Business

Athena- There was a discussion about Athena and the eventual need for another in-house, operating system.

NHU-PAC- There was a discussion concerning the ability to enhance the collection through the internet. NHU-PAC (The New Hampshire Union Public Access Catalog) can be entered through the library's website, which has been in place to search the Library's catalog from home.

Interlibrary Loans- Madge Smith inquired about the ability to fill out the interlibrary loan form that is available on the library's website- update to follow.

Program Plan- Myra summarized upcoming programs. See attached schedule. John requested a list of programs for the year with costs included. Combining the costs of programs held thus far along with projected costs for upcoming programs will allow for yearly budgeting for events. Myra will bring a schedule of events with prices to the May meeting.

New Contact Information- Louise suggested giving the Brookline Police Department an updated list of individuals to contact in case of an emergency with the library. Myra will provide them with a list of names and phone numbers.

Children's Library/Young Adult- Myra will hand out information/requests from Jen, the Children's librarian, at a later date. Jen is developing many ideas for the Children's Library and Young Adult's section. The Teen Advisory Board is still being worked on; one teen showed up for the meeting on Monday, March 31. Several ideas were discussed to encourage attendance.

Carpeting- Ed handed out carpeting estimates that Rebecca Allen had updated. There is money in the library's building budget to cover recarpeting the back stairway. There was a discussion concerning when to vote on it and implementation plus possible issues with adhesives/fumes. The estimates are:

Holland Flooring- \$1,144.50 (with a metal 'nose' piece)

Devine Flooring- \$1,113.17 (with a vinyl 'nose' piece)

Readership Evaluation Study- Bob Rochford gave an explanation of the readership study that he had conducted with Myra. Thank you both for your efforts. The figures are based on the inventory in the library, not including reference material or magazines, in a four year period between 2003-2006. There is subdata available in raw format. The data does not include when the books were acquired. He also did a readership comparison with other libraries. See attached report.

Ed asked why the percentage for audiovisual was low (4%). If the audiovisual collection increased, the percentage might go up. Lynn Hersey inquired into the reason behind the study. Selectman Linda Saari, present in the audience, stated that after the library expansion/ land purchase proposal failed at the 2006 Town Meeting, Bob Rochford had offered to compile data about space needs at the library, among other things. His was an independent view. Myra stated that many books are still resources despite circulation numbers. Louise stated that there are standards set for what towns of every population

size would need for appropriate services.

Promotional Ideas - There was a discussion concerning ideas to showcase library news. Flyers, mailings, and newsletters were suggested.

BPL Policy Manual- Ed distributed copies of the BPL policy manuals that Loring Webster had brought in. Any necessary changes will be noted, discussed and updated.

Employee Handbook- John asked when the employee handbook would be discussed and acted on. It will be on an upcoming agenda soon. Myra offered to email the trustees the current employee handbook.

Contact List- John requested an updated contact list of staff and trustees. Myra will email an updated list.

Goals- Ed requested that each trustee bring in 4-5 issues that are of concern. They will be prioritized and worked on throughout the year.

Minutes on the Website- Betsy asked if the 2007 minutes would be archived soon. There are 18 meetings from 2007 on the website. Helen said that there were 19 meetings held in 2007 but November 27 is missing on the webpage. Earlier meetings in 2007 will be archived.

Payroll- John offered to be the backup person to complete the payroll in the event of Betsy's absence. Changing the frequency of payroll and the use of the Quickbooks program will be revisited in the near future. Betsy will consult with Russ Heinselman about options. Loring Webster brought in a signature card, required by the bank, for the incoming Treasurer.

Sealed Minutes- Ed spoke with Rena about securing the library's sealed minutes at Town Hall. Helen will deliver them.

Audit- Louise inquired about the 2007 audit that is conducted yearly- update to follow.

Jodi Tochko- On behalf of the Brookline Public Library Board of Trustees, Helen reaffirmed Brookline's Board of Selectmen's Resolution for Jodi Tochko, which was given at Town Meeting on March 12, 2008. The library board thanked Jodi for her many years of dedication, excellence, and loyal service to the town and to the Brookline Public Library as the Library Director. Thank you and best wishes!

Volunteer Appreciation- The library's annual volunteer/book sponsor appreciation event was discussed- update to follow. Thank you for volunteering and supporting the library!

Computers- Myra would like to explore the possibility of offering computer training sessions. Volunteer trainers are needed.

Book Sale- The next Book and Bake Sale sponsored by the Friends of the Brookline Library will be held on Saturday, May 3, 2008 from 9 am until 4 pm. 'Buck-a-bag' will be the last hour of the sale.

Upon motion by Helen, seconded by Louise, the meeting was adjourned at 9:25 pm.

The next regular meeting will be held on Tuesday, May 6, 2008 at 7 pm.

Respectfully submitted,

Helen J. Ballou