

Minutes of the Board of Library Trustees – June 3, 2008 – 7:06 PM  
Brookline, NH

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

**Note:**

- As of May 2008, all amendments to the Minutes will be placed in brackets [ ] for viewing on the internet.
- All attachments to the Minutes can be found at the Brookline Public Library in the Minutes binder.

Minutes

**Upon motion by John, seconded by Louise, it was moved to accept the minutes of the Board of Library Trustees' meeting of May 6, 2008, as amended. Motion passed unanimously.**

Treasurer's Report

For the period ending May 31, 2008, the Treasurer's Report showed a balance of \$50,671.55. The report was filed.

Old Business

Director's Report –

- Victoria earned her Bachelor's degree in English. Congratulations!
- Deb attended a CMS workshop that will help her and Lynn Abt to develop a new library website.
- Elizabeth's schedule and amount of hours has changed. She is available 3 hours less per week due to changes to her other job's schedule.
- Myra proposed for consideration the purchase of "MP3 Play Away" Books on CD.
- Myra presented her program plan. It does not include program expenses. \$1812.50 out of the cost for programs (\$3935) was donated. Myra will approach the Friends for further assistance.
- Myra reported that the handicap-accessible button on the outside wall of the library building is not working. Clarence Farwell examined it and the mechanism will be repaired.
- Myra submitted statistics for audio book 'circulation activity by month' and 'new patrons by month.' (see attachments)
- see attached Director's Report for more details.

Book Drop-There was a discussion about free standing and through-the-wall book drops. Rebecca Allen has offered to buy it and cover any costs. Myra reported that Scott Knowles indicated that a through-the-wall book drop poses no issues with fire codes but a free standing book drop outside of the building would be preferred. Myra will ask him to write a letter indicating the Fire Dept.'s recommendations. Myra will bring in pictures and more information about both options. Myra offered to approach the Selectmen concerning the through-the-wall book drop.

Summer Festivities- The library will host the Summer Reading Finale on Saturday, August 16. The library will be open for use of facilities only for the summer reading participants. Ed suggested that library volunteers could be celebrated during the same occasion. Several options are still being considered.

Library Trustee Meetings- It was agreed to have a meeting on Tuesday, July 1, 2008 to discuss Myra's collection development plan. There will also be a meeting on Tuesday, June 24, 2008 to cover the employees' and director's performance reviews, self evaluations and goals and library staff job descriptions.

Paperbacks- Myra reported that fifteen out of 450 +/- mass market paperbacks circulated in May. The paperbacks that are out of the system are being tracked as hash marks on a calendar page. Approximately 70 paperbacks still remain in the system. There was a discussion concerning the pros and cons of removing the paperbacks from the collection. It is a lot of work to put the books back into the system. Louise suggested setting up summer checkout programs for the paperbacks. This would focus on the positive benefits that the free range system offers while still maintaining the paperbacks in the collection. Ed was concerned that removing the paperbacks from the system would have a negative impact on statistics which could affect future grants and also negatively impact the Interlibrary Loan system. Helen agreed. Myra stated that the paperbacks would be phased out completely over time. John stated that this is a collection development issue. It will be discussed at the July meeting. **Upon motion by Betsy, seconded by John, it was moved to maintain the status of the paperbacks until Myra has presented her collection development plan at the next meeting. Motion passed 4yes-1no (Louise).**

Collection Development- Myra will e-mail a collection development policy to the trustees. She is in the process of creating her collection development plan. Myra will submit it to the trustees at the July meeting for review and approval.

Performance Review Forms- Tabled until the June 24 meeting.

Operating System- Myra has been researching other operating systems such as Evergreen and KOHA. Ed stated that Open Source systems have improved greatly over the last five years. Volunteers can be found in Brookline to help with any issues.

Carpeting- The stairway leading to the second floor has been carpeted. There were some complaints about the odor but the smell is slowly dissipating.

### **New Business**

Job Descriptions- Louise would like the title, grade, and amount of hours added to the job descriptions. The job descriptions will be discussed further at the June 24 meeting.

Circulation Statistics- Betsy distributed current circulation statistics taken from Athena and a chart tracking it. (see attachments) She gave an explanation of the columns on the spreadsheet and how to read them accurately. Circulation has dropped. Betsy will add a column for Interlibrary Loan, downloadable audio books, and uncataloged paperbacks. Myra will run monthly reports on the audio media circulation statistics.

Documentation- Paperwork pertaining to Myra's employment, including her resume has been placed in her personnel file at the library. Helen filed job applications and the library's sealed minutes at Town Hall in a locked cabinet.

**Upon motion by Helen, seconded by Betsy, the meeting was adjourned at 9:21 pm.**  
The next meeting will be held on Tuesday, June 24, 2008 at 7 pm.

Respectfully submitted,

Helen J. Ballou