

Minutes of the Board of Library Trustees –December 14, 2010 – 7:05 PM
Brookline, NH

Present: Betsy Solon Louise Price
Helen Ballou Ed Cook (7:15 pm) Myra Emmons, Director

Public Session-
Minutes

Upon motion by Louise, seconded by Helen, it was moved to accept the minutes of the Board of Library Trustees' meeting of November 9, 2010 as amended. Motion passed unanimously.

Upon motion by Helen, seconded by Betsy, it was moved to accept the sealed minutes of the Board of Library Trustees' non-public session of November 9, 2010 as written. Motion passed unanimously.

Upon motion by Helen, seconded by Betsy, it was moved to unseal the third paragraph of the minutes of the Board of Library Trustees' non-public session, under RSA 91-A:3, II (b), of November 9, 2010, from "Staffing" to "Motion passed unanimously." Motion passed unanimously.

Treasurer's Report

-Betsy presented the Treasurer's report. For the period ending December 3, 2010, the Treasurer's Report showed a balance of \$51,842.73. The report was filed.

-The board reviewed the November 2010 bills for the library and initialed the check register.

Old Business

Director's Report-

Myra submitted the following items:

-Director's Report

- We welcome Amy Enke as the new Children's Programming Coordinator.
- Year end staff evaluations and the Director's self evaluation will be completed before the end of December.
- See attached Director's Report for more details.

-Adult and children media purchases for November 2010 (see attachments)

-Circulation and usage statistics (see attachments)

- Betsy thanked Dory for an excellent job with the statistics.

-Myra stated that she would give an update of staff goals at the January board meeting.

-Myra reported that the sub list is dwindling. Myra inquired about the possibility of asking the summer page to be a substitute. The board agreed and Betsy suggested asking former employees.

-Helen asked Myra who has been doing the Outreach Coordinator duties since Victoria left. Myra stated that no one really has been since the programs are finished for the year, although she has been sending some notices out to the media.

-The Friends purchased a disk repair machine for the library. The library will charge the public \$1.00 per disk for cleaning and \$2.00 per disk for repairs.

Building Maintenance- The drainage in the parking lot has been repaired and it is working. Ann Somers asked about a portion of the work that is crumbling. Myra will call Clarence about patching it. There are issues with two of the [interior] doors. One is not closing properly and the other needs the holdback fixed.

New Website- Ed reported that there have been some difficulties coordinating a meeting time for the question/answer/troubleshooting session with the staff and the web design group. If the meeting this

Saturday does not work out, the next anticipated date will be mid-January. It will be the final working session. It is anticipated that the new website will be available to the public in February or March. Betsy asked if help will still be available once the library takes over the website. Ed stated that some assistance will still be available. Betsy offered to assist Dory with updating the current website.

Shelving- Myra reported that Chuck contacted Myra and he intends to [check the end piece] within the next couple of weeks. The cost is approximately \$695.00 if he uses the panel that the library has provided.

Joint Loss Safety Committee- Myra will email another related report (from Scott) to the board.

Capital Improvements Committee- Betsy reported that she attended the Capital Improvements Committee meeting with Louise and Helen. The committee has all of the information that the Facilities Committee had submitted in 2007. Capital improvements for the library have been moved out several years by the committee as other needs of the community will be considered first.

Secretary's Reports- The board reviewed and adjusted Helen's letter to the Town and the draft of the [2010] Town report for the library. Helen will meet with Louise to rework/review the final drafts. Helen will email the final documents to Myra and the board before the January meeting.

Staffing- Myra explained how she has distributed the hours taken from the Outreach Coordinator position. Betsy stated that John and Rita will need to know to recalculate sick and vacation time for the staff members who received extra hours. Letters will be sent out to the staff at the end of the year documenting pay increases.

Technology Plan- Tabled until a later meeting.

Health Plan- Tabled until a later meeting.

New Business

Telephones- Myra reported that the phones are not working properly. Issues include the phones not ringing or ringing sporadically, calls going directly to voice mail and messages not recording. Ed asked whether the library has an answering machine or voice mail. Myra will call One Communications and inquire about voice mail and ask them to check the lines. Myra will contact the board with her findings.

Direct Deposit- Myra reported that many of the staff members are interested in direct deposit. Myra will ask John and Rita about the cost.

Holiday Schedule- **Upon motion by Helen, seconded by Ed, it was moved to accept the 2011 holiday schedule as follows:**

New Year's Day – Sat., 1/1/11

Columbus Day – Mon., 10/10/11 (observed)

President's Day – Mon., 2/21/11

Veteran's Day – Fri., 11/11/11

Memorial Day – Mon., [5/30/11]

Thanksgiving – Thur., & Fri., 11/24-11/25/11

Independence Day – Mon., 7/4/11

Christmas Day– Sat. [12/24/11]

Labor Day – Mon., 9/5/11

Motion passed unanimously.

2011 Budget- Betsy reported that the Board of Selectmen approved a 2% increase for the salary line item for the 2011 budget. The new health plan adopted by the Town reduces the monthly cost and co-pays but increases the deductible. Betsy stated that the Library did not get called back by the BOS and will not need to see them about budget matters until the budget hearings in January. **Upon motion by Louise, seconded by Betsy, it was moved to accept the 2% increases in the salary line item and reduced health care cost plan. Motion passed unanimously.**

2010 Budget- Betsy distributed a report [with information from] John for 2010 year to date budget amounts for the library (see attachment). There was a discussion about a surplus. **Upon motion by Helen, seconded by Betsy, it was moved to hire Tim Reilly to prune the two cherry trees in front of the library, cost not to exceed \$150.00, to be invoiced before the end of December 2010. Motion passed unanimously.** Myra will get a quote for new ergonomic chairs. Further discussion tabled until the next meeting.

Inclement Weather Procedure- Myra read her updated procedure for inclement weather. The Director will call the Chairman for confirmation to close the library. If the Chairman is not available, she will call

other trustees and contact the staff by 8 a.m. If the Assistant Director is not contacted by 8 a.m., she will contact the Chairman, etc. and contact the staff. The Director will contact WMUR and the new library website can be updated remotely by the Assistant Director or Outreach Coordinator. Ann Somers offered to get information about magnetic signs. Myra will email the procedure to the board and review the procedure with the staff. Myra will send an updated contact list to the board.

Exit Interviews- Helen asked Myra if she [holds] exit interviews. Myra stated that she has an informal exit interview process. Myra stated that she would make it more formal and keep notes in the personnel files of the staff members who are leaving. Helen asked if the trustees should give the exit interviews in case there are issues between the director and the employee. Betsy stated that it is the director's responsibility to manage the staff. Ed stated that the staff should be aware of the grievance policy and any issues with departing employees and the director should not be a surprise. Helen gave Myra two sets of sample exit interview questions to Myra.

Professional Memberships- There was a discussion about membership dues. NHLA and NELA dues are covered by the library budget. Myra will give John a list of staff members who need to be renewed for NHLA, NELA, and subgroups. All of the trustees need to be renewed except for Louise.

Food for Fines- Myra asked to implement another food for fines promotion for the holiday season. There are many outstanding fines. **Upon motion by Ed, seconded by Helen, it was moved to make the week of December 18 through December 25 a Food for Fines Forgiveness Week. Motion passed unanimously.** Myra stated that each food item will be worth up to \$1.00 in fines. The items collected will be given to Ann Webb for distribution to Brookline residents.

January Meeting Agenda- The January board meeting will include the 2010 and 2011 budgets, statistics, finalizing the annual report and the community letter.

Upon motion by Helen, seconded by Betsy, it was moved to enter into non-public session in accordance with RSA 91-A:3, II (a) and RSA 91-A:3, II (b). Motion passed unanimously.

Non-Public Session-

Upon motion by Betsy, seconded by Ed, it was moved to adjourn the non-public session. Motion passed unanimously.

Upon motion by Betsy, seconded by Louise, it was moved that staff increases should go into effect on the first full two week pay period of 2011. Motion passed unanimously. (Unsealed 1/04/11)

Upon motion by Ed, seconded by Betsy, it was moved to authorize Myra to hire Sharon Cordero as the Outreach Coordinator at \$12.75 per hour through 2011, at an average of 18 hours per week, continued employment contingent upon a clear background check. Motion passed unanimously. (Unsealed 1/04/11)

Public Session-

Upon motion by Helen, seconded by Ed, it was moved to seal the minutes of the non-public session of December 14, 2010. Motion passed unanimously.

Reports- Helen asked Myra about the status of several outstanding reports. Helen will email Myra the list. Myra will send her completed reports to the board.

Volunteer Recognition- Helen would like to nominate a library volunteer for a State award. Helen will email more information to the board and Myra, and print information for Louise.

Performance Review- The Director's performance review will be [discussed] in January. Further discussion tabled until the next meeting.

Key Inventory- Helen asked Myra to send an updated key inventory to the board.

Upon motion by Helen, seconded by Louise, the meeting was adjourned at 9:33 pm. The next meeting will be held on Tuesday, January 4, 2011 at 7 pm.

Respectfully submitted,

Helen Ballou