

Minutes of the Board of Library Trustees –February 7, 2011 – 7:10 PM
Brookline, NH

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

Public Session-
Minutes

Upon motion by Helen, seconded by Betsy, it was moved to accept the minutes of the Board of Library Trustees' meeting of January 4, 2011 as written. Motion passed unanimously.

Treasurer's Report

-John presented the Treasurer's report. For the period ending January 31, 2011, the Treasurer's Report showed a balance of \$33,505.96. The report was filed.

-The board reviewed the January 2011 bills for the library and initialed the check register.

-John reported that he had sent a letter to Rena requesting budget allocations.

Old Business

Director's Report-

Myra submitted the following items:

-Director's Report

- Spanish for Preschoolers will resume in February.
- Another Story Time has been added on Fridays.
- Elizabeth Tanner will present a health care program on home health and Medicare on February 15.
- On February 22, Kelly [Murphy] will present Décor from the Rug Up.
- See attached Director's Report for more details.

-Adult and children media purchases for January 2011 (see attachments)

-Circulation and usage statistics (see attachments)

-Betsy inquired about the Ancestry database since there was an article in the local paper about it and it had been a popular database at the library. Myra offered to re-order it.

Workshop-Myra submitted a workshop overview for a workshop that she had attended on municipal and school employment laws. Myra stated that the library should consider compensating employees for their travel time to workshops and conferences. Myra filed a book she received about municipal employment laws with the employee handbook.

Maintenance-Myra reported that she spoke to Chuck about securing the shelves and the quote is still \$1085.00. The phone system is still malfunctioning. Some messages are not retained. The doors are still not closing properly. Further discussion tabled until a later meeting. Myra inquired about disposal of the old chairs. Since they are unsafe, they should be recycled at the transfer station and not used at the library.

Direct Deposit- Myra got information on direct deposit from a local bank but not for upgrades to Quickbooks. Further discussion tabled until a later meeting.

2010 Town Report- There was a question about the circulation statistics for the annual town report. The amounts listed when added up are higher than the total. Betsy stated that the amounts are not intended to add up exactly, not all of the circulation amounts are listed, and the categories and amounts listed are more informational. Helen will ask Dory about it.

New Business

Public Input-Steve Russo and Rick Pocklington introduced themselves. They are both running for open library trustee positions this year. Helen gave them copies of the February minutes and a list of phone numbers of the trustees and director if they have any questions before the upcoming election.

John stated that anyone who is not elected should consider serving as an alternate on the library board. The trustees thanked them for attending the meeting and for their interest in the library.

Library Conferences- Betsy report that the annual NHLTA conference will be held in Bedford this year on May 9th. The NHLA conference will be held in Manchester on May 5-6.

2011 Budget Hearing- Betsy reported that the Board of Selectmen approved six additional hours at the January 24 budget hearing. Betsy stated that the hours cannot be scheduled until April. Betsy will email the adjusted budget proposal to Myra and the board. John will send a note to Rena about future appropriations.

Library Parking Lot- There was a discussion about the warrant article this year to renew the contract for leasing the back parking lot. Helen suggested that Myra and other staff members inform program participants of the warrant article and ask for their support. John suggested writing a letter to the local newspapers. Helen and Louise will write a letter to the editor. Helen will email the letter to the board and Myra for review before she sends it out to the press. The letter will also be submitted to Brookline's Yahoo group and volunteers can hand it out at the transfer station prior to Town Meeting. It was noted that if the back parking lot is no longer available, staff vehicles will take up the three parking spaces in the original lot and there will not be any parking for patrons. If patrons are forced to park along the road, it will create a safety hazard for patrons, especially ones with young children.

2011 Payroll Service Contract- Tabled until a later meeting.

Renewal Procedure- Tabled until the March meeting.

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

Non-Public Session-

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

Public Session-

Upon motion by Helen, seconded by Louise, it was moved to seal the minutes of the non-public session of February 7, 2011. Motion passed unanimously.

Upon motion by Helen, seconded by Betsy, the meeting was adjourned at 9:55 pm. The next regular meeting will be held on Tuesday, March 1, 2011 at 7 pm.

Respectfully submitted,

Helen Ballou