

Minutes of the Board of Library Trustees –January 4, 2011 – 7:05 PM
Brookline, NH

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

Public Session-
Minutes

Upon motion by Helen, seconded by Louise, it was moved to accept the minutes of the Board of Library Trustees' meeting of December 14, 2010 as amended. Motion passed unanimously.

Upon motion by Betsy, seconded by Helen, it was moved to accept the sealed minutes of the Board of Library Trustees' non-public session of December 14, 2010 as written. Motion passed unanimously.

Upon motion by Helen, seconded by Betsy, it was moved to unseal the second motion of the minutes of the Board of Library Trustees' non-public session, under RSA 91-A:3, II (a), of December 14, 2010, "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." Motion passed unanimously.

Upon motion by Helen, seconded by Betsy, it was moved to unseal the third motion of the minutes of the Board of Library Trustees' non-public session, under RSA 91-A:3, II (b), of December 14, 2010, "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." Motion passed unanimously.

Treasurer's Report

-John presented the Treasurer's report. For the period ending December 31, 2010, the Treasurer's Report showed a balance of \$54,631.15. The report was filed.

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

Old Business

Director's Report-

Myra submitted the following items:

-Director's Report

- The library is fully staffed again. We welcome Sharon Cordero as the new Outreach Coordinator.
- Myra has set annual goals with the staff.
- Six bags of non-perishable items have been collected in lieu of fines for the Food for Fines program to benefit Brookline's Food Pantry.
- See attached Director's Report for more details.

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

-Circulation and usage statistics (see attachments)

- Betsy inquired about the entry in the Director's report about logging hours on the computer. It had been discussed at the June 2010 meeting and Myra had indicated that it would be implemented then. Myra stated that she has been trying to make it more user friendly. For this pay period, the staff will

fill out both the on-line form and the book that they are currently filling out. A copy will still be printed and signed for the Treasurer.

-Myra reported that the two doors to the community room do not close properly. The screws will be tightened to see if that fixes the problem.

Reports- Helen asked Myra to email two types of programs reports for 2011, her two workshop summaries, and the updated contact list to the board. Myra will add her workshop handouts to the trustee binder with the other handouts.

Shelving- Myra reported that Chuck measured the end piece and brought it to the library for comparison but it is too short. Chuck will have to make a new end piece so the original amount of \$1,085.00 for securing the shelves will be necessary. Myra will get an updated quote from him. Further discussion tabled until the next meeting.

Joint Loss Safety Committee- Helen asked Myra to email a JLSC report to the board.

Secretary's Reports- The board reviewed, revised, and approved the community letter and the 2010 annual library report. Helen will email the letter to The Brookliner. Helen will collect the 2010 statistics and financial reports for the Town report from Dory and John and send all necessary information to Rena before January 26.

Telephones- Myra reported that Dory has reset the answering machines and the phone system is working without any problems now.

Substitutes- Myra reported that a former employee may be able to sub 1-2 days during the week if needed. Betsy will get the former employee's file from the library records that are stored at Town Hall.

New Business

Direct Deposit- Myra will investigate potential bank fees and fees for updates to Quick Books for processing direct deposits.

2010 Town Report Preparation- Dory presented the 2010 year end statistics to the board. Total circulation for 2010 was 65,595. The State of NH has adjusted its reporting requirements. The library has changed the way it accounts for participants in adult and children's programming and for ILLs to be more concise and accurate. The trustees will fill out their volunteer hours before the end of this week. Helen requested the value of services amount for the annual report.

Renewal Procedure- Helen asked about the renewal procedure. Myra stated that generally, materials are automatically renewed if messages are left or if there is no answer after patrons are called about overdue accounts. Myra stated that there is a grace period before patrons begin to accrue fines. Louise stated that in the past if books were overdue they could not be renewed.

Payroll- Betsy stated that letters were sent out informing employees of their new pay rate after the 2% increase was implemented and some have been signed and returned. The secretary will oversee future payroll letters. Betsy stated that all payroll duties have been given to Rita. Betsy asked Dory to initial the time sheets and summary before they go to Rita. Dory stated that her year to date wages amount on her paystub is incorrect. This is probably due to the payroll systems being switched mid-year. Betsy will be meeting with Rita to consolidate the YTD wages plus sick and vacation times.

2011 Budget- The 2011 budget hearings have been set for January 24 and 26. Betsy will contact Rena and request Monday, January 24 for review of the library's proposed budget. Helen will email a letter from Rena about the Town report to Dory.

2010 Budget- There was a discussion about a budget surplus from the salary line item due to vacant positions. The surplus could cover a new operating system, on-line access, or the requested hours but unused salary money should be returned. It was agreed that the remaining money will be returned to the Town. John will pay any outstanding bills from 2010. Betsy will meet with John to finalize the amount and write a check and a letter to the Board of Selectmen. Betsy will contact Rena to get on the BOS agenda for Monday to discuss the return of funds. Betsy complimented Myra and the staff for finding alternatives to fund media and programs.

Office Chairs- Myra presented quotes for new office chairs. The current office chairs are broken and unsafe. **Upon motion by Ed, seconded by Helen, it was moved to authorize Myra to purchase six office chairs not to exceed \$900.00, to be purchased this week. Motion passed unanimously.** John offered to follow up with a contact at a company that donates used chairs if more are needed.

Board of Selectmen- Louise reported that the BOS and Finance Committee had reviewed upcoming warrant articles at Monday's Selectmen's meeting. There was a discussion about the warrant article for internet access plus another warrant article that had been submitted for leasing the land behind the library for the parking lot.

Performance Review- The director's performance review will be held at the end of the February board meeting during a non-public session. Helen asked for a separate meeting since past performance review meetings lasted until eleven or twelve o'clock at night. Helen stated that unexpected business inevitably comes up and the non-public session gets a late start. There was a discussion about it and the board agreed that the meeting would not run very late this year. The staff needs to fill out anonymous director reviews and Myra will send her self evaluation to the board. Betsy suggested that a secure, anonymous survey be created on-line. Helen volunteered to do the work but requested help with it and Betsy offered to assist. Betsy asked if former employees from the last six months should be asked to fill out the survey. Ed suggested that only current employees fill it out. Helen and Betsy will complete the on-line survey and inform the current staff prior to the February meeting. Betsy distributed possible additions to the director's performance review to address areas that are not adequately covered. Ed stated that he would like the form to be downsized. It was decided that the board should refer to the additions while filling out Myra's review. The board should make note of which items are necessary from both forms and the current review form will be revised during this review process.

February Meeting Agenda- The February board meeting agenda was set and will include discussion on the health plan, technology plan update, budget hearing and a non-public session.

Upon motion by Helen, seconded by Louise, the meeting was adjourned at 9:33 pm. The next meeting will be held on Tuesday, February 1, 2011 at 7 pm.

Respectfully submitted,

Helen Ballou