

Minutes of the Board of Library Trustees – May 6, 2008 – 7 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.

Minutes

Upon motion by John, seconded by Betsy, it was moved to accept the minutes of the Board of Library Trustees' meeting of April 1, 2008, as amended. Motion passed.

Upon motion by Helen, seconded by Louise, it was moved to unseal the minutes of the Board of Library Trustees' meeting of November 2, 2007. Motion passed.

Treasurer's Report

For the period ending April 30, 2008, the Treasurer's Report showed a balance of \$53,640.45. The report was filed.

- Automation upgrades of \$374.00 were approved
- Post office box renewal approved
- Participation and service agreement for Health Benefits Program approved

Old Business

New Hampshire Library Trustees Association – Betsy clarified that Myra will be attending the NHLTA conference on May 14, 2008 and that Myra's mileage and fee will be reimbursed. Betsy suggested budgeting for the trustees' conference fees for next year. Myra will also join NHLTA in June when memberships are renewed.

Program Plan- John requested that Myra present a list of programs at the June meeting that include costs to justify events and identify what programs the library has presented. Myra will provide a list of programs with costs included. This will help with budgeting for future library programs by the trustees and Friends. Ed requested a running list and estimated costs.

Director's Report –

- The Audiobook Consortium MP3 compatibility costs are going up an estimated \$200. Betsy agreed that it would come out of the Media line item. Myra can determine the number of Brookliners using this service, which will be helpful in the budget process.
- Myra presented summaries from Jen and Deb. (see attachments)
- Myra presented collection statistics, and acquisitions and circulation activity info. (see attachments)
- The recent program series on organic gardening was a huge success! The upcoming Buy Local Forum at the Fire Station meeting room on May 15, 2008 will have a panel of local growers and has been highly publicized.
- Take Apart Night was also very successful. Thank you to all who donated items.
- The Young Adult Room (meeting room) has been rearranged and the children's librarians and many patrons are happy with the results.
- The shelves from the Hooksett Public Library are in place. Myra offered to write a thank you note to them. Thanks also to everyone who helped out!! The tippy shelves went to Khiem. Louise requested that in the future, library property first be offered to the Friends.

-The outside floodlight has been repaired.

-Myra inquired about purchasing a patio table and chairs or a bench to be placed on the lawn in front of the Library. Many options will be considered and a decision will be made at a future meeting.

-Myra reported that the staff favors a through-the-wall, enclosed drop box. Betsy questioned whether changes could be made to the structure of a town/historical building. Myra will follow up with Rebecca Allen concerning her offer to buy the library a free standing drop box. John requested a written statement from the fire department with their recommendations.

-Shay has completed her 90 day probationary period. Congratulations!!

-See attached Director's Report for more details.

Performance Review Forms- Myra distributed copies of performance review forms. The objectives are standardized and the key measures are individualized. Self evaluations will also be included. Myra will hold performance reviews with the staff during the month of May. The completed forms will be placed in personnel files and kept in a locked cabinet. Myra will complete a self evaluation and develop her own separate performance review form as her goals and objectives are different from the staff's. Her plan and new goals will be reviewed by the trustees at the June meeting. The performance review forms will be adopted into the employee handbook at an upcoming meeting.

Operating System- There was a discussion about the eventual need for a new operating system. There is no longer any technical support for Athena from Sagebrush. Myra is investigating several options.

Carpeting- John presented his findings and recommendations concerning the carpeting. Holland Flooring's quote included a metal nose piece which would lie flush with the carpet and they reserved a date to install. There should be no strong fumes with the adhesives. John would like to thank Rebecca Allen for her leg work with the carpeting quotes. **Upon motion by John, seconded by Louise, it was moved to appropriate from the Town's facilities library budget allocation in the amount of \$1,144.50 and accept the offer made by Holland Flooring to replace the carpeting on the back stairs. Motion passed unanimously.** Betsy will let Valerie at Town Hall know that we would like to move forward with the carpeting.

Employee Handbook- **Upon motion by John, seconded by Helen, it was moved to approve the [amended] Brookline Public Library Employee Handbook, dated June 26, 2007. Motion passed unanimously.**

Goals- The individual trustee's goals will be discussed at the June meeting. Ed outlined his and suggested that the trustees discuss and prioritize everyone's goals at the next meeting.

Fine Free Week- Myra reported the results of Fine Free Week, during National Library Week. In lieu of fines, food donations were collected and \$600 in fines [were] forgiven. 3 ½ tubs of canned food [were] collected and more is coming in.

New Business

Mass Market Paperbacks- Myra has taken the majority of the library's mass market paperbacks out of the system thus removing them from the collection. They will be available as free circulating paperbacks. Patrons or visitors will be able to take and leave them as they like. The amounts that are taken will be tracked by hand. Myra has found

this system to work at other libraries and she believes that mass market paperbacks are not worth the processing costs. It takes approximately \$1.50 to \$2.00 to catalog a book. The majority of the paperbacks are donated, plus they do not hold up as well as hardcovers. Myra is buying trade paperbacks, not mass market paperbacks. There was a discussion with concerns raised about accountability, statistics, whether this move is related to the library hour's expansion, the effect on patron services, and the effect on the interlibrary loan system. Myra will include the number of paperbacks for collection and circulation statistics at the end of the year. Several trustees were concerned that the collection change was not discussed prior to the action. Helen was concerned that this might become the norm. Ed requested that major changes that would affect the collection and statistics be discussed first with the trustees. Myra will suspend any further paperback removals and run statistics on them to present at the next meeting.

Circulation Statistics- There was a discussion concerning whether or not to catalog mysteries separately so that there would be circulation statistics tracking them. The mysteries have been recently intermingled with the other fiction [remove: and the call numbers were changed]. [Add: The new mysteries were not cataloged as 'Mysteries.' Myra will change those numbers.] Other fiction genres are not singled out. Jodi Tochko explained that many BPL patrons are mystery readers. Traditionally, mysteries have been tracked separately to justify mystery purchases. Myra explained that 2,100 books out of 6,200 books are mysteries. Betsy suggested that mysteries continue to be tracked until a new computer system is in place when this issue will be revisited. It was decided that mysteries would continue to be tracked in the statistics. Myra will re-do the necessary cataloging and call numbers on the mysteries. Myra inquired about the statistics from previous years. Betsy offered to bring them to the next meeting. Louise requested that all items bought with library funds, including magazines, be cataloged and tracked in the system.

Summer Hours- There was a discussion about opening the library on Saturdays during July and August. Each staff member would need to make up 16 hours if the library's operating hours remain unchanged. Several possible suggestions include extending hours on Wednesdays and Fridays during July and August or using the time for projects when the library is closed. Betsy explained that the hours are typically recorded on time sheets with a note indicating that they are summer make-up hours.

Trustee Volunteer Hours- Betsy raised a question about trustees logging time spent on trustee matters as volunteer hours. Helen will ask at the NHLTA conference.

Overdue Books- Betsy asked if overdue books are being pursued. Myra has been making some calls. She will delegate the overdue procedures to a staff member.

Collection Plan-John requested that Myra create a collection development and maintenance plan and submit it for the trustees' approval.

Book Sale- Jodi Tochko reported that the Book and Bake Sale on May 3, 2008 was very successful. It was a fun time and the Friends made over \$1,000. The sale was held in the newly acquired Brusck Hall and also the Kilduff-Wirtanen American Legion. Jodi thanked Louise, John, and Helen for moving books and thanked other volunteers who helped out.

Upon motion by John, seconded by Betsy, the meeting was adjourned at 9:45 pm.
The next regular meeting will be held on Tuesday, June 3, 2008 at 7 pm.

Respectfully submitted,
Helen J. Ballou