

Minutes of the Board of Library Trustees –November 6, 2008 – 7:08 PM
Brookline, NH

Present: Ed Cook (8:35 pm) Louise Price Betsy Solon
 John Lindgren Helen Ballou Myra Emmons, Director

John served as the chairman pro tem.

Minutes

Upon motion by Louise, seconded by Helen, it was moved to accept the minutes of the Board of Library Trustees' meeting of October 7, 2008 as amended. Motion passed unanimously.

Treasurer's Report

For the period ending October 31, 2008, the Treasurer's Report showed a balance of \$40,579.70. The report was filed.

Betsy submitted the following reports:

- a synopsis of the state of the library budget to date
- media purchases and library statistics

Myra asked if the money to cover payroll for staff members attending conferences should come out of the education line item instead of the salary line item. Staff members are usually paid only for the hours that they were scheduled to work, if they were scheduled to work that day. Myra would like the staff members to be paid for workshop/conference attendance whether or not they were scheduled. The board will establish guidelines for this issue. Discussion and decision tabled until the next meeting.

Betsy will give Myra the NH Library Association membership forms for the staff to fill out. The dues can be paid from the 2008 budget.

New Business

Equipment Report: There was a discussion about equipment purchases and library upkeep.

- John will contact a local floor refinisher to inspect the library's wood floors and get an estimate for the work.
- The flagpole needs to be repainted and we need a new American flag.
- Myra will call Holland Flooring for an estimate for re-stretching the carpeting upstairs. She will report on how long the library needs to be closed for the procedure. The board will work on a possible proposal to the Selectmen in 2010 to replace the carpeting.
- Myra will call Charles Bunker for an estimate for bolting some shelves to the walls and to install the baby changing station.
- Betsy reported on Russ's technology recommendations. **Upon motion by Betsy, seconded by Louise, it was moved to purchase three work station desks from Staples for \$510.00. Motion passed unanimously.**

Upon motion by Betsy, seconded by Helen, it was moved to allocate \$2,000.00 for the purchase of a good laptop, digital projector, projector stand, and a screen. Motion passed unanimously.

- **Upon motion by John, seconded by Betsy, it was moved to authorize Myra to purchase a flat book-truck; price not to exceed \$250.00. Motion passed unanimously.**

Staffing: We welcome Vicky Sandin to the library staff as the new Children's Program Coordinator and congratulate Patricia Leonard as our new Children's Librarian!

Old Business

Community Room Doors: John reported that he had tightened the hinges on the doors leading into the Community Room. This lifted the doors. Modifications or replacements are not necessary. Louise reported that she had spoken to Scott Knowles who stated that these doors are fire rated and that they are acceptable.

Director's Report –

- Vicky's story time was very successful!
- Over 125 people were in attendance for Puppetree's production of *The Legend of Sleepy Hollow*. It was very enjoyable!
- The knitting group has started up again on Monday nights!
- See attached Director's Report for more details.

Unscheduled Closing Policy: Myra presented a draft policy for unscheduled closings. Discussion tabled for a later meeting. Myra will follow the current procedure which is to contact a trustee for permission to close in the event of inclement weather or an emergency.

Foot Traffic: Myra reported that approximately 300-325 patrons visit the library per week.

Library Credit Card: Myra requested a credit card for the library for on-line purchases. Discussion and decision tabled for a later meeting.

-Myra submitted the following reports:

- Joint Loss Management Inspection Report (see attachment)
 - Inspection made on Oct. 9, 2008
- Comparative Study of 10 NH Libraries (see attachment)
- BPL Value Calculation for Oct. 2008 (see attachment)
 - BPL services rendered are valued at \$67,861.00

Staff Reviews: Myra will schedule and conduct performance reviews with the library staff.

They will be completed by the December meeting. The board will set a date for Myra's performance review during next month's closed session. Myra will email copies of the blank performance review forms to the trustees and she will make a copy for Louise.

Parking Lot: John requested that Helen draft a letter to Clarence, asking him for his assistance in renegotiating the parking lot renewal with the Shutt Family. It was agreed upon that renewal of the lot for a minimum of three years would be appropriate. The back parking lot is necessary for much needed parking spaces, snow removal and patron safety.

Non-public Session-

Upon motion by Ed, seconded by Louise, it was moved to enter into non-public session in

accordance with RSA (91-A:3 II (b)). Motion passed unanimously (Ed-yes, John-yes, Louise-yes, Betsy-yes, Helen-yes).

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

Upon motion by Helen, seconded by John, it was moved to seal the minutes of the non-public session of November 7, 2008. Motion passed unanimously.

Upon motion by Helen, seconded by John it was moved to accept the minutes of the Board of Library Trustees' non-public session of October 6, 2008. Motion passed unanimously.

Upon motion by Helen, seconded by John, it was moved to unseal the minutes of the Board of Library Trustees' non-public session of October 6, 2008, starting with the third paragraph and ending with "Motion passed unanimously" in the fourth paragraph. Motion passed unanimously. The section is as follows:

Hiring: Helen asked Myra to inform the trustees immediately when a staff member resigns. There was a discussion about maintaining staff members and how to be proactive in keeping employees. It was suggested that a plan could be brought forward to the Selectmen, possibly in 2010 justifying additional full time positions and higher salaries. There was further discussion about staff hours and scheduling. **Upon motion by Helen, seconded by Ed, it was moved to authorize Myra to hire Victoria Sandin as the Children's Program Coordinator, Grade 4, Step 3, at a rate of \$12.18 per hour for an average of 16 hours per week, continued employment contingent upon a clear background check. Motion passed unanimously.**

Upon motion by Ed, seconded by Helen, it was moved to authorize Myra to offer the Children's Librarian position to Patricia Leonard, at Grade 6, Step 5, at a rate of \$14.25 per hour for an average of 22 hours per week, once the criteria is met according to the BPL policy manual. Motion passed unanimously.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 10:38 pm. The next regular meeting will be held on Tuesday, December 2, 2008 at 7 pm.

Respectfully submitted,

Helen J. Ballou