



## Minutes of Special Meeting July 1, 2008

MP3 Play away Recorded Books: Myra would like to purchase ten Play away MP3s. Units cost between \$56 and \$62 each. She would like to start out with languages and young adult titles. Myra reported that patrons are not taking out young adult books on CDs. There was a discussion concerning media funds, downloadable audio books, and other alternatives such as a membership with audible.com. Lynn Hersey (in audience) offered to look into the possibility of copyright issues with audible.com. Myra will survey young adult patrons to better understand their needs.

-There were 66 downloads for the downloadable audio books in June. Ipod formatting is now available. Myra will teach the staff how to download the audio books so that they may help patrons with the process.

-See attached Director's Report for more details.

Book Drop- Ed explained the outcome of the June 30<sup>th</sup> Selectmen's meeting. The Selectmen's concerns focused on a fire rating for the drop box (whether inside or out) and the structural integrity of the building. It was asked that the studs in the walls not be cut if a through the wall drop box is chosen. The Selectmen requested more information about the fire rating and asked for a recommendation from the Fire Department. Louise reported at the trustees' meeting that she had found information in the Brodart catalog; the drop boxes have fire depressant qualities due to the lack of air circulation. Louise will investigate further. Myra also reported that Rebecca Allen's offer is still available but has a limit of \$2500. The indoor box may be too expensive. Myra will create proposals for indoor and outdoor systems that will fall within the price limit. Myra and Louise will follow up with Scott Knowles about a letter of recommendation.

Baby Changing Station- Louise suggested that Myra gather all necessary information concerning the installation of a baby changing station before the trustees approach the Selectmen about the issue.

Library Trustee Meetings- It was agreed to have a meeting on Wednesday, August 13, 2008, at 6 pm to discuss Myra's collection development plan and the trustees' goals.

Collection Development Plan- Myra distributed a portion of her Collection Development and Maintenance Plan. She will complete the plan by the August meeting and present it to the trustees for review and approval. Myra will add quantitative information such as percentages for each category of the collection.

Mysteries- Betsy inquired about the status of the mysteries. Myra stated that all of the new titles are cataloged as mysteries and she is working on the other titles.

### New Business

Publicity- There was a discussion about the revival of the Brookliner. Myra will inquire about submitting library news items to the publication on a regular basis. Louise suggested listing titles of newly purchased books and other media in it. Much happiness was expressed that the Brookliner is up and running again. Thank you and best wishes to Amanda Pope and everyone at the Brookliner!

### 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 (a)). Motion passed unanimously.**

-There was a discussion of Myra's self evaluation. She identified her strengths and areas that she would like to improve. Suggestions and comments were made by the trustees.

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Myra stated that she will email the staff with new information and directives to ensure that everyone gets the same information consistently. She will also conduct regular, monthly staff meetings. Myra praised the staff for their hard work and congeniality.

-Myra is keeping up with the maintenance schedule. The water needs to be tested again and the air conditioning is due for its annual service. Myra will call for appointments.

-Helen asked that Myra email her Director report and any other handouts to the board before the meetings.

-Louise suggested that any new agenda items be placed on the library trustee meeting agenda under New Business and not discussed as part of the Director's Report. Ed suggested that the Director's Report include information on the staff, the collection, programs, and statistics. Myra will add all new topics separately to the agenda.

-Helen inquired about the future placement of the library's antique bird collection. Myra is still considering the most appropriate place for it in the library. Several suggestions were made. Myra will measure a proposed area for suitability. Helen has a list of volunteers who would like to help move the bird case. The lock has been fixed on it.

Thank you Greg Szok!

-Myra will provide a list of library key holders and the corresponding key numbers to the trustees.

-There was a discussion about the library being opened on time. Myra will talk with the staff about it.

-Myra's goals were discussed. Ed suggested that she create targeted goals and link them to her areas of improvement. The discussion also included Myra's plans for public relations and goals for promoting the library.

-Myra reported that Shay would like to have weekly "morning café" events on Thursday mornings for the public. Myra will ask the Friends for funding for refreshments at the next Friends meeting.

-Overall, the trustees and the director are pleased with the progress that has been made at the library. Good job Myra! Good job everyone!

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

**Upon motion by Louise, seconded by John, it was moved to seal the minutes of the non-public session. Motion passed unanimously.**

**Upon motion by Helen, seconded by Louise, the meeting was adjourned at 10:23 pm.**

The next meeting will be held on Wednesday, August 13, 2008 at 6 pm.

Respectfully submitted,

Helen J. Ballou