

Minutes of the Board of Library Trustees – October 7, 2008 – 7:12 PM
Brookline, NH

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

Upon motion by Louise, seconded by Betsy, it was moved to nominate John the chairman pro tem. Motion passed unanimously.

Minutes

Upon motion by Helen, seconded by Betsy, it was moved to accept the minutes of the Board of Library Trustees' meeting of September 16, 2008. Motion passed unanimously.

Upon motion by Helen, seconded by Louise, it was moved to accept the minutes of the Board of Library Trustees' closed session of September 18, 2008. Motion passed unanimously.

Upon motion by Helen, seconded by Louise, it was moved to unseal the minutes of the Board of Library Trustees' closed session of September 18, 2008. Motion passed unanimously.

Treasurer's Report

For the period ending September 30, 2008, the Treasurer's Report showed a balance of \$39,841.69. The report was filed.

Betsy submitted the following reports:

- Media payments as of September 2008
- Circulation statistics
- Finalized copy of the library's 2009 budget proposal
- Summary of 2008 Budget and Finance Workshop which Betsy had attended on 9/23/08. Betsy donated a workbook to the library (*NH Local Government Center 2008 Edition; The Basic Law of Town, Village, and School District Budgeting*)
- Report from Rena for general government buildings expenditures (for the library)
- Q4 Budget projection
 - issue with salaries (a clerk was hired at 18 hours but working 20 hours). Helen checked past minutes; Myra offered position at 20 hours -correction asked for in Jan. 2008 by trustees. No action taken. Ed and Betsy suggested a workshop on scheduling to promote development of ideas and to optimize scheduling.
 - three budget line items are at risk of being overdrawn by December 31st
- (see attached reports for more details)

Ed arrived and subsequently resumed duties shortly after the meeting had started.

Old Business

Director's Report –

-We welcome Patricia Leonard to the library staff!

-Karina Bertrand and Jenn Wood gave their notices in September. Thank you both for your hard work! They had offered to help out until new staff members were hired and trained.

-Karina sent a letter to the trustees with suggestions concerning the children's librarian position. Thank you for coming forward with your ideas. Helen asked Myra to print out any pertinent information for Louise in the future and place it in Louise's trustee box.

- Myra would like the template for Betsy's statistics spreadsheets. Betsy will resend them and show Myra how to create the reports. Myra will submit statistics reports to the board.

-Myra spoke with Cindy at Absolute Mechanical Systems. The propane heating system does not need to be tuned up every year. Ed brought up concerns about efficiency, safety risks, and being on the town's maintenance schedule. It was decided to stay on the yearly schedule for now.

Myra will contact Cindy and Scott Knowles for more information and report back to the board.

-Myra inquired about automatic thermostats. She will contact Brian Fessenden to install them and to replace the outside handicap button with a weatherproof button.

-John will talk to Clarence about power washing the library's exterior [and window washing].

-[Helen will ask about wood floor refinishing].

-Myra submitted the following reports:

- September purchases for adult and juvenile books
- revised key inventory
- report of the summer reading program including costs

-See attached Director's Report for more details.

New Business

Staffing Proposal: There was a discussion about a proposal that Shay presented to the board which would combine the assistant director and children's librarian positions. Thank you for your ideas. Scheduling, budgetary requirements and other possibilities were considered and discussed.

Amended Policy Manual: Helen distributed the section of the library's policy manual that was amended at the September meeting. Louise clarified that a volunteer may be a trustee.

Job Descriptions: Betsy asked Myra to create a job description for the Clerk I position.

Trustee-Volunteer Hours: Helen had spoken to an officer of the NHLTA who stated that the time that trustees spend working on library/trustee business should be logged as volunteer hours.

2009 Holiday Schedule: The 2009 holiday schedule was set as follows:

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|-------------------------------------|--------------------------------|
| January 1- New Year's Day | October 12- Columbus Day |
| February 16- President's Day | November 11- Veteran's Day |
| May 25- Memorial Day | November 26 & 27- Thanksgiving |
| July 3- Independence Day (observed) | December 25 & 26- Christmas |
| September 7- Labor Day | |

Ed wanted to ensure the best possible patron services while accommodating the staff. **Upon motion by Helen, seconded by Louise, it was moved to accept the 2009 holiday schedule. Motion passed (4 yes- Betsy abstained).**

Performance Reviews: Betsy suggested that a date be set to conduct performance reviews. Tabled until the November meeting.

Library Inventory: Jodi Tochko inquired about the three couches on the first floor of the library. Myra stated that the two donated couches would be removed. The donor requested that he be informed of the outcome. Jodi also inquired about a bench that was missing from the hallway. Myra disposed of it. Myra was reminded that removal of inventory or library property must be discussed with the trustees as to their disposal. Myra donated a Macintosh computer to the library. Thank you!

Equipment Purchases: Tabled until the November meeting.

Changing Table: **Upon motion by John, seconded by Helen, it was moved to authorize Myra to purchase a changing table and have it installed in the upstairs bathroom; price for the changing table not to exceed \$200.00. Motion passed unanimously.**

Non-public Session-

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

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 10:48 pm.
The next regular meeting will be held on Thursday, November 6, 2008 at 7 pm.

Respectfully submitted,

Helen J. Ballou