

Minutes of the Board of Library Trustees –April 14, 2009 – 7:03 PM
Brookline, NH

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

Public Session-
Minutes

Upon motion by John, seconded by Helen, it was moved to accept the minutes of the Board of Library Trustees' meeting of March 17, 2009 as amended. Motion passed unanimously.

Upon motion by Helen, seconded by John, it was moved to accept the minutes of the non-public session (under RSA (91-A:3II (a) of the Board of Library Trustees' meeting of March 17, 2009 as written. Motion passed unanimously.

Treasurer's Report

For the period ending March 31, 2009, the Treasurer's Report showed a balance of \$42,095.41. The report was filed.

-Betsy distributed 2009 year to date budget figures. Background checks have increased in price due to the addition of fingerprinting.

-Betsy reported that the yearly audit was completed. It was recommended that the board review the check register and initial it monthly, which they did. Myra fixed/streamlined the reimbursement form.

Old Business

Director's Report –

Myra submitted the following items:

-Director's Report

- The programs have been well attended.
- See attached Director's Report for more details.

-Updated to do list

-Proposed Kindle circulation policy & proposed Kindle borrowing agreement

-Circulation statistics (see attachment). Statistics to the right on the document are as of April 7, 2009. Myra will collect statistical data on the first of each month.

-March and April news events and calendar & April email newsletter (see attachments)

-Adult and children's book purchases for March 2009 (see attachments)

-Annual State Library Statistics Report; Myra will send the State Report with corrected figures to the State Library. Myra will have a copy prepared to be signed by herself, the chairman and treasurer, which is due April 30, 2009. There was a discussion about the trustees recording their volunteer hours.

Myra will contact Russ about the appointment of Dory as the new IT Coordinator.

Maintenance update: Jerry pumped out the lake in the parking lot. Thank you!

Performance Review: Myra will print out a copy of her performance review, including her comments, for Louise. The signing of her review form was tabled until the next meeting.

Kindle Circulation Policy: There was a discussion about the Kindle circulation policy and borrowing agreement. Changes were made to the proposed policy. Louise also suggested adding an RSA that concerns the protection of the library collection to the borrowing agreement.

Upon motion by John, seconded by Betsy, it was moved to accept the Kindle circulation policy as amended. Motion passed unanimously. Myra will add corrections to both documents and email them to the board and print a copy for Louise. John volunteered to add the documents to the BPL policy manual.

Paperbacks: Myra is adding paperbacks back into the collection. Helen reminded Myra that

major changes to the collection, like returning the paperbacks, need to be discussed with the board first. There was a discussion of whether or not to create full records or brief records. Full records are more time consuming to enter into the system but brief records do not appear on NUPAC. It was decided that full records should be submitted.

Minutes Binders: Betsy inquired about the status of moving the Trustee Minutes binders into a public area. Myra will move them to a shelf behind the circulation desk.

Computer/Telephone Use Policy: Betsy read an amended version of the proposed computer/telephone use policy. **Upon motion by Helen, seconded by John, it was moved to accept the computer/telephone use policy. Motion passed unanimously.** Helen will email the BPL employee handbook to John for updating. Thank you John!

Meeting Date: After discussion, it was decided to continue to schedule the date of the library trustee meetings on the first Tuesday of every month.

2009 Goals: Tabled until the next meeting.

New Business

Telephone Service: Shawna Patterson, a representative from One Point Communication, made a presentation to the board comparing the library's current Fair Point service and figures from One Point. She will create a proposal for limited service (600 minutes free, .03 per minute over that), with and without caller ID, and email it to Myra. An assessment will be made after the first month's service to determine if unlimited service would be more beneficial. Myra will forward the proposal to the board for review and possible approval at the next meeting. Ed and John will contact local businesses for referrals.

Public Input: Jodi Tochko reported on the progress of the Friends of the Library hardcover Book and Bake sale, slated for May 2, 2009, at Brusck Hall and the adjacent American Legion. Volunteers are still needed for moving books and for setup. Interested volunteers should call Louise Price or John Lindgren.

Keys: **Upon motion by Louise, seconded by John, it was moved to authorize Myra to have two keys for the library made; one as a spare, kept in a secure location, the other given to the Chair of the Friends of the Brookline Library. Motion passed unanimously.**

Closing Policy: Betsy asked if there is a closing procedure for non-staff members. None exists at this time.

Readership Evaluation: The board will invite Bob Rochford to a future meeting to discuss the letter and information that he recently sent to the Board of Selectmen concerning the readership evaluation that he offered to do for the Board of Selectmen in 2008.

Non-public Session-

Upon motion by Ed, seconded by Helen, it was moved to enter into non-public session in accordance with RSA (91-A:3 II (a)). 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 John, seconded by Ed, it was moved to seal the minutes of the non-public session of April 14, 2009. Motion passed unanimously.

Upon motion by Helen, seconded by Louise, the meeting was adjourned at 9:35 pm.

The next regular meeting will be held on Tuesday, May 5, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou