

Board that you sent a letter to Linda Saari concerning the readership evaluation that you compiled last year. Please join us at a Trustees' meeting to discuss your concerns and input. The next meeting will be held on Monday, June 1, 2009. Please contact the board's chairman, Ed Cook, at {-----} to be added to the agenda, or propose another meeting that you can attend (the library board meets the first Tuesday of each month). Thank you. Sincerely, Helen Ballou, Secretary, Brookline Library Board of Trustees." Mr. Rochford responded by sending more statistics and questions in lieu of attending a trustees' meeting. His letter was discussed. The library board and director disputed his claims as he was probably given incomplete/inaccurate data. It was pointed out that past minutes state that Mr. Rochford volunteered his services to the Board of Selectmen. The trustees considered his concerns and welcome him to attend future trustee meetings if he has any further questions or ideas. Helen will send Mr. Rochford a follow up letter.

Bird Case: Louise reported that the fire dept. recommended that the foyer and stairwell remain free of furniture to avoid safety hazards. Other places for the bird case will need to be considered. Myra was informed about a reported fatal accident somewhere that involved broken glass from a display case. She recommended that the glass in the bird case be replaced with plexiglass or tempered glass. Helen will ask a local carpenter friend for an estimate. It was pointed out that the bird case has been in the library for over 85 years without any problems.

New Business

Labor Day Weekend: After discussion, it was decided that the library would be open on Saturday, September 5.

Policies/Procedure Updates: New policies and procedures will be added to the employee handbook and library policy manual in groups and then sent out. The new policies/procedures will be given to the staff as they are approved to ensure that the staff is aware of the changes. Myra has a staff library procedures manual that she will maintain. Helen will forward an old email from Myra with an additional clerk job description to Myra and the board. It needs to be approved and added to the employee handbook. Betsy reported that the pay period section needed to be amended. **Upon motion by Betsy, seconded by Helen, it was moved to amend the payday 3.2 section of the employee handbook to read, "All employees are paid bi-weekly. The regular payday is the first Thursday following the end of the pay period."** **Motion passed unanimously.**

NH Dept. of Labor: Betsy contacted the NH Dept. of Labor to ensure that the library is in compliance with the NH labor laws. The staff needs to sign out when leaving the library for personal business (breaks and lunches) during their workday. Substitutes should have written contracts and be considered employees. Discussion of volunteers was tabled for a future meeting. Betsy distributed handouts concerning labor laws.

Minutes On-line: Betsy received several requests concerning trustee minutes on-line. Helen reported that she includes unsealed minutes of non-public sessions to the public portion of the minutes. A question was raised concerning archiving minutes on the library web page. Helen and Louise offered to ask friends who design websites for assistance.

Summer Meetings: Another June meeting was scheduled to cover issues until the next meeting in September. Helen will compile a list of pending/outstanding agenda items and send them to Myra and the library board.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 9:08 pm. The next [regular] meeting will be held on Tuesday, June 30, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou