

Minutes of the Board of Library Trustees –June 30, 2009 – 7:14 PM  
Brookline, NH

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

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

Minutes

**Upon motion by Louise, seconded by Helen, it was moved to accept the minutes of the Board of Library Trustees’ meeting of June 1, 2009 as amended. Motion passed unanimously.**

Treasurer’s Report

For the period ending June 30, 2009, the Treasurer’s Report showed a balance of \$63,076.73. The report was filed.

-Betsy distributed 2009 year to date budget figures. The 2009 YTD town payments were not included.

-Betsy presented the June 2009 bills for the library. The board reviewed them and initialed the check register.

Old Business

Director’s Report –

Myra submitted the following items:

-Director’s Report

- The fly fishing program was well attended.
- The summer reading program has over 100 children and 40 adults signed up so far. 85 people attended the summer reading program kickoff with Steve Blunt and Marty Kelly on June 27.
- See attached Director’s Report for more details.

-Myra reported that there were 55 downloads for the downloadable audio books and over 5,500 checkouts in June.

-Adult book purchases for June 2009 (see attachment)

-Children’s book purchases for May and June 2009 (see attachments)

-There was a discussion about the library’s float in the 4<sup>th</sup> of July parade.

-Myra will inquire about fire extinguisher training after the next fire drill, which is on July 7.

-Myra will email her June reports to the trustees.

Telephone Service: Ed had signed the new telephone contract and it was switched over on Friday. Betsy had signed up for the automatic payment service which will eliminate a monthly fee.

Readership Evaluation: The board edited and agreed to Helen’s letter to Bob Rochford, which is as follows: “Dear Mr. Rochford, Thank you for your correspondence and input. The library board has invited you to attend their meetings to discuss your evaluations and conclusions but you have declined. We, as the board, disagree with your findings. You are welcome to attend library trustee meetings if you wish to discuss your questions and concerns. Thank you. Sincerely, Helen Ballou, Secretary, BPL Board of Trustees.” A copy will be forwarded to the Board of Selectmen. Helen will call Linda Saari.

Bird Case: Helen reported that a friend, who is a carpenter, is still willing to “bomb-proof” the bird case. Myra will present options for placement at the next meeting.

Employee Handbook: John is finalizing the updates. Myra offered to print them out and place them in the library’s copy of the handbook.

Minutes on the Web: Myra will follow up with Deb concerning archiving past minutes on the library's web page. Betsy offered to help Deb with it.

**New Business**

2010 Budget: The library board will begin planning for the 2010 budget at the September meeting. Betsy will ask Rena for figures for the library's portion of the town budget. The trustees and director should bring budget ideas to the September meeting.

Software: Myra received a trial offer for Apollo software, which [could] eventually replace Athena. Myra will follow up for more information.

Carpeting: The carpeting needs to be redone. It has already been cited during an inspection by the Joint Loss Safety Committee. Myra offered to call Devine Flooring and Holland Flooring for estimates and she will inquire about the charge/options for moving the books.

Library Clerk I & II: **Upon motion by John, seconded by Helen, it was moved to approve the Library Clerk I and Library Clerk II job descriptions and have them added to the employee handbook. Motion passed unanimously.** Myra will email the job descriptions to the trustees.

Closed Session: It was decided that there should be a closed session at the next meeting.

Volunteers: Myra has been checking for gaps in the volunteers' duties to stay in compliance with NH State labor laws. Volunteers should fill out an application and criminal background checks need to be completed. **Upon motion by Betsy, seconded by Helen, it was moved to have the short form of the criminal background check run on all current volunteers and that all future volunteers will undergo a criminal background check as required by NH State law. Motion passed unanimously.** An update of the progress will be discussed at the October meeting. Myra will compile ideas for a description of volunteer duties and an agreement.

Disaster Plan: Tabled until a later meeting.

Trustees Goals: The trustees' goals and discussion of self evaluations were tabled until the December meeting.

Programs & Maintenance Reports: It was decided that Myra should present the programs report with costs, to the board on a quarterly basis, and the planned maintenance report biannually, in April and September.

Tuition Reimbursement: It was decided that it would be nice to have tuition reimbursement but it is not feasible. NHLTA does offer scholarships.

Handbook Updates: Tabled until the October meeting.

Reports: The trustees should decide which reports and statistics Myra will regularly submit.

Workshops: Payroll coverage for workshops is already being worked into the schedule.

Loitering: Myra reported that there has been a noticeable increase in people hanging around the library parking lot when it is closed. Louise offered to talk to Rena about a sign similar to the one at the Town Hall and talk to the police about the issue as well.

Brookline Women's Club: The library received a \$75 donation from the Brookline Women's Club. Thank you! Dory had suggested that the money be used to purchase permanent sign for the library's hours for the main entrance. Other possibilities are a bench, patio table and chairs, and a bike rack.

**Upon motion by Helen, seconded by John, the meeting was adjourned at 9:05 pm.** The next regular meeting will be held on Tuesday, September 1, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou