Minutes of the Board of Library Trustees –March 17, 2009 – 7:11 PM
Brookline, NH

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

Public Session-
Minutes
Upon motion by Helen, seconded by Ed, it was moved to accept the minutes of the non-public session (under RSA (91-A:3II (b) of the Board of Library Trustees' meeting of February 3, 2009 as written. Motion passed unanimously.

Upon motion by Helen, seconded by Louise, it was moved to unseal the minutes of the non-public session (under RSA (91-A:3II (b) of the Board of Library Trustees' meeting of February 3, 2009. Motion passed unanimously.

[Upon motion by John, seconded by Betsy], it was moved to accept the minutes of the Board of Library Trustees' meeting of February 3, 2009 as written. Motion passed unanimously.

Upon motion by Helen, seconded by Louise, 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 February 3, 2009 as written. Motion passed unanimously.
Treasurer's Report
For the period ending February 28, 2009, the Treasurer's Report showed a balance of $58,144.91. The report was filed.
-Betsy reported that the budget line item for insurance will be overdrawn as the quote that she was given did not include dental insurance.
-Roughly half of the initial amount appropriated for programs is left but there has been $500 in donations that will offset some the money spent.
-There was discussion about counting the extra hours that the staff worked as "summer Saturday hours." It was decided to leave things as they are for the time being and monitor the budget.
-Betsy submitted library circulation statistics for February 2009.
Old Business
Director's Report –
Myra submitted the following items:
-Director's Report
- Clarence assessed the damage on the front door. He will fix it for us. Thank you!
- Brian Fessenden fixed the handicap door button. He recommended changing its batteries annually during the yearly alarm check.
- Myra is working on the volunteer appreciation gifts which she would like to present in April, which is National Library Week and National Volunteer Week. Myra will be showcasing a Volunteer of the Month soon. She will update the volunteer list.
- See attached Director's Report for more details.

- Maintenance Schedule: The septic system may need to be pumped. Myra will call Clarence about it. The annual fire drill needs to be completed. Myra will call Scott Knowles for more details. (see attachment)
-Updated key list

-Minutes of staff meeting, dated March 9, 2009 (see attachment)
-Adult and children's book purchases for February (see attachment)

-Helen inquired about Myra emailing her reports to the board before the meeting. Myra asked the board to consider changing the date of the library trustee meetings to the second Tuesday of the month if the board would like the reports before the meeting. No decision was made to change the meeting date.

Elections: Congratulations to Louise! She was re-elected as a library trustee for a three year term. **Upon motion by Louise, seconded by Helen, it was moved to re-elect the present slate of library trustee officers. The motion passed unanimously.**

Kindles: The new Kindles have arrived. There was a discussion about ways to purchase the book downloads which require the use of a credit card. It was suggested that patrons or book sponsors may be interested in sponsoring Kindle titles. **Upon motion by Ed, seconded by John, it was moved to authorize Betsy to purchase a [$200.00] gift card from Amazon.com for purchasing Kindle book downloads for 2009. Motion passed unanimously.** Myra will have a Kindle circulation policy prepared for review at the April meeting.

New Business

IT Request: Betsy presented a set of emails which were communications between Betsy and Russ. He has recommended the appointment of an IT coordinator for the library. Myra will choose a staff member and inform the board at the April meeting. The new IT coordinator should meet with Russ to decide how they will work together and document issues.

Staff and Patron Privacy: Betsy inquired about moving the fax machine and the Minutes to the Library Trustee Meeting book out into the public area to allow the staff more privacy. Betsy also suggested that the new email newsletter be addressed to blind recipients so that patrons' email addresses are not visible. Betsy requested that the board address a complaint of patron privacy violation during the non-public session.

Computer/Telephone Use Policy: Betsy submitted an email which contained a proposed computer/telephone use policy. $60 in personal long distance calls were made at the library in 2008. There was a discussion about personal calls being made during working hours and emergency long distance calls. It was discussed that the staff should limit personal calls and inform Myra of any emergency long distance calls. Betsy will rephrase the proposed policy and present it to the board at the April meeting.

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 John, 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 March 17, 2009. Motion passed unanimously.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 10:20 pm. The next regular meeting will be held on Tuesday, April 14, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou