

Minutes of the Board of Library Trustees –March 1, 2010 – 7:09 PM
Brookline, NH

Present: Ed Cook Louise Price Betsy Solon
John Lindgren Helen Ballou (left 10:15 pm) Myra Emmons, Director

Public Session-
Minutes

Upon motion by Helen, seconded by Betsy, it was moved to accept the minutes of the Board of Library Trustees' meeting of February 2, 2010 as amended. Motion passed unanimously.

Treasurer's Report

For the period ending February 28, 2010, the Treasurer's Report showed a balance of \$45,770.10. The report was filed.

-Betsy reported that she had sent a letter to the Selectmen requesting funds from the BPL budget (including the monthly amount) and has received the checks. She has not received the interest from the Town trustees yet.

-Betsy submitted February 2010 media purchases. (see attachment)

-Betsy presented the February 2010 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 February vacation programs were well attended.
- Pat signed up for a workshop for encouraging boys to read. She will do a training session and programs afterwards.
- Pat applied for a grant for the Summer Reading Program.
- See attached Director's Report for more details.

-Usage statistics –February 2010 (see attachment)

-Collection statistics worksheet –February 2010 (see attachment)

-Staff meeting minutes (see attachment)

-Monthly bookings/program/sponsor statistics (see attachment)

Maintenance- Some of the light covers broke in the YA room when the bulbs were changed. Myra will get prices for replacement covers and look into sleeves for fluorescent bulbs. Betsy suggested checking the basement and attic for spare covers. Ed offered to help Myra with it. Clarence repaired the hole in the wall.

Scheduling- A staff member has been consistently working two hours more every week than she is budgeted for and if it continues, the salary line item will be overdrawn at the end of this year. Hours designated for subs are being used to close the gap and will not be available when subs are needed. More staffing hours can be requested in the 2011 budget if it's justified. Myra will present her scheduling plan to the board at the April meeting.

Carpeting- Bill, from Holland Flooring, visited the library last week and reconfirmed the amount for moving books and furniture. Myra reported that the job would take about two days. It was determined that sometime during the middle two weeks in May would work out the best. Myra will ask the staff if anyone is interested in attending the NHLA conference May 13 & 14. Myra will coordinate with volunteers and remaining staff members after Town Meeting to pack books and keep the move organized. The Children's Room will be closed for approximately four days. John will ask Kathy for

a statement of work for moving and ask if they will be supplying boxes. Holland needs at least 10 days notice. Myra will bring a plan with dates to the April meeting.

Off-site Storage- The shelving and books at the ambulance bay are in place. Myra reported that she checked with Clarence and the building inspector about weight limits for the second floor and she was told that there should not be any problems with it. The shelves will be kept against the walls and not in the center of the room.

Biblionix- Russ moved information from Athena into the trial software which will run independently of Athena. Myra asked that the trustees check it out and give feedback. She will send a link for the trial account to the board. Myra will use the system more to determine if it will be appropriate for the library. There are issues with the catalog in Athena- entries were not made correctly (for a variety of reasons). Myra stated that the NH State Library is still considering systems to switch to from the one they are using. Ed requested that Myra send him information for a contact person at the NH State Library.

Response to Town Survey- Myra and the board proofread Ed's letter in response to feedback from the recent survey of town departments. He will email the final version to the board for approval then send it to the Brookliner.

Job Description- Ed finished his description of the duties of the Chairman. He will add it to the Trustee binder.

NHLTA Annual Meeting- The New Hampshire Library Trustees annual meeting will be held on May 3, 2010.

Friends of the Library- The next book drop will be on Saturday, March 27, 2010. The next Book and Bake Sale will be held on Saturday, May 1, 2010.

Internet Policy- The BPL internet policy concerning minors using the internet is in place and being followed by the staff.

New Business

Library Website- Ed presented a review of the updated BPL website. In two weeks it will be ready to be sent to the staff for feedback.

NH State Library Report- Betsy asked about the status of the State Library report. Myra has started it. The report is due in April. Louise reported that the NH State Library won the 2009 Keppel Award.

New Titles for Kindles- Myra reported that the wait list for the Kindles has lowered since both Kindles are circulating. **Upon motion by John, seconded by Ed, it was moved to authorize Betsy to purchase a \$200.00 gift certificate from Amazon for use for Kindle downloads in 2010. Motion passed unanimously.**

Tech Support- There was a discussion about creating a plan to present to the Selectmen during the 2011 budget process concerning tech support for the library. Betsy will contact Russ about coming in to the May or June trustee meeting to explain what a tech support position will involve. Ed will ask Lynn Abt to attend as she is working on the Town website.

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

Non-Public Session-

Upon motion by Louise, 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 1, 2010. Motion passed unanimously.

Upon motion by Betsy, seconded by John, the meeting was adjourned at 11:30 pm. The next regular meeting will be held on Tuesday, April 6, 2010 at 7 pm.

Respectfully submitted,

Helen Ballou