

Minutes of the Board of Library Trustees –May 5, 2009 – 7:07 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 Board of Library Trustees' meeting of April 14, 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 April 14, 2009 as written. Motion passed unanimously.

Treasurer's Report

For the period ending April 30, 2009, the Treasurer's Report showed a balance of \$60,363.79.

Betsy will move the amount for engraving the Kindles from the *Equipment* budget line to *Equipment Maintenance and Repairs*. The report was filed.

-Betsy distributed circulation statistics, 2009 Item Usage statistics, and 2009 year to date budget figures, including 2009 YTD Town payments for the library.

-Betsy presented the April 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 Kindles have begun to circulate and there is a waiting list.
- The septic system was inspected and is in good working order.
- April was National Poetry Month. The library had a poetry slam and a presentation by Kate Chadbourne; "Songs, Stories and Poems about the Sea." Both programs were well attended.
- See attached Director's Report for more details.

-Circulation statistics and collection statistics report for April 2009 (see attachments)

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

-There was a discussion about financing upcoming programs. Helen asked Myra about her program schedule. It would be helpful for planning during Trustees and Friends meetings.

-Myra would like to contact a newspaper for an article to publicize/inform about the Kindles.

-The minutes binder has been relocated to a shelf behind the circulation desk and Myra will pick up the new keys before the next Friends meeting.

-Myra will contact Rena about getting a new American flag for the library and discuss the best way to clean the outside of the library building with Clarence.

Locked Cabinet: There was a discussion about locking up the meager amount of fine and copy money.

Telephone Service: **Upon motion by John, seconded by Ed, it was moved to change the library's phone service to One Communications based on their quote, without caller ID, with a monthly charge of \$70.47, with the secretary signing for the board, after confirming that the agreement is identical to the Town's, with the exception of caller ID. The motion passed unanimously.**

Readership Evaluation: Helen will send a letter to Bob Rochford inviting him to a future meeting.

New Business

Public Input: Jodi Tochko reported that the Friends of the Brookline Library raised \$1,651.00 at their recent book and bake sale. Great job everyone!

Lion's Club Dinner: Myra nominated Russ Heinselman as an "Unsung Hero," for his work for the library. He will be honored by the Brookline Lion's Club at a dinner on May 9, 2009.

Grant Writing Workshop: John reported on a recent NHLTA grant writing/capital campaign seminar that he attended.

Off-site Storage: There was a discussion about the developing off-site storage/intra-library loan system. It will be housed in the former ambulance bay on the second floor. The shelving is already in place and intra-library loan books from the library catalog have been categorized in the computer system. Myra will prepare a draft of the procedure for the intra-library loan system and a draft tracking form.

Non-public Session-

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 (Ed-yes, John-yes, Louise-yes, Betsy-yes, Helen-yes).

Performance Review: The dates for completion of Myra's goals and objectives were determined. Myra's performance review form was signed by the board. Her next review will be in February, 2010. A date will be set in mid-September to discuss the renewal of her contract.

Labor Day Weekend: A question was asked concerning Labor Day Weekend and whether or not the library will be open on that Saturday. It needs to be discussed during an open session, preferably at the next meeting.

Upon motion by Helen, seconded by Ed, it was moved to adjourn the non-public session. Motion passed unanimously.

Upon motion by Helen, seconded by John, it was moved to seal the minutes of the non-public session of April 14, 2009. Motion passed unanimously. [Unsealed 6/01/09]

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 9:31 pm. The next regular meeting will be held on Tuesday, June 2, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou