

Minutes of the Board of Library Trustees –November 9, 2010 – 7:01 PM  
Brookline, NH

Present: Betsy Solon Louise Price  
Helen Ballou Ed Cook (7:25 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 October 5, 2010 as amended. Motion passed unanimously.**

**Upon motion by Betsy, seconded by Louise, it was moved to accept the sealed minutes of the Board of Library Trustees' non-public sessions of October 5, 2010 as written. Motion passed unanimously.**

**Upon motion by Helen, seconded by Betsy, it was moved to unseal the minutes of the Board of Library Trustees' non-public session, under RSA 91-A:3, II (b), of October 5, 2010. Motion passed unanimously.**

Treasurer's Report

-Betsy presented the Treasurer's report. For the period ending November 4, 2010, the Treasurer's Report showed a balance of \$48,770.46. The report was filed. Betsy offered to show John how to move funds from one line item to another in Quick Books.

-The board reviewed the October 2010 bills for the library and initialed the check register.

**Old Business**

Director's Report-

Myra submitted the following items:

-Director's Report

- The annual traffic count, held during the week of October 18, 2010, showed 563 patrons/visitors, 107 adult reference questions, and 45 children's reference questions. The majority of reference questions were phone calls.
- Myra will hold a staff meeting on November 22, 2010. Myra stated that the staff will present summaries of the recent workshops that they attended.
- See attached Director's Report for more details.

-Adult and children media purchases for October 2010 (see attachments)

-Circulation and usage statistics (see attachments)

2011 Budget Hearing- Louise reported that Rena will compile the budget amounts for the Selectmen and Finance Committee members to review. Callbacks are scheduled for December 6, 2010. Betsy reported that Rena requested that the library's warrant article be emailed to her as soon as it is completed.

Shelving- Myra stated that the end piece that she measured is narrow. She will contact Chuck Bunker to examine it first before proceeding.

Technology Plan- Tabled until the December meeting.

Health Plan- Betsy distributed a copy of the policy for health insurance from the BPL employee handbook plus a list of ideas to consider during discussion for allowing library trustees to purchase insurance through the library's plan. Betsy stated that a detailed procedure for handling the purchase of insurance by trustees and part time employees should also be developed. Further discussion tabled until the December meeting.

**New Business**

Warrant Article- Betsy presented a draft warrant article. The wording was finalized. "To see if the Town will vote to raise and appropriate the sum of \$2000.00 to allow web access for library patrons to manage

their personal library accounts and view the library collection, or take any action thereto.” Betsy offered to email the adjusted warrant article to the board and Myra for review and then send it to Rena.

Joint Loss Safety Committee- Myra distributed a report from the JLSC with safety issues that need to be addressed (see attachment). Myra will email another related report to the board.

Capital Improvements Committee- Louise presented reports submitted in past years to the Capital Improvements Committee. The board agreed that the same issues that have been previously submitted to the committee are still relevant. The present library building will not be sufficient to serve Brookline after the town’s projected build-out population has been reached. The back parking lot lease is renewed every two years and there is no plan in place to remedy the situation permanently. Currently, the library cannot accommodate large programs because of space constraints due to limited space in the meeting room and parking lot, plus the collection is scaled back due to other space limitations. Betsy, Louise, and Helen offered to attend the committee’s upcoming meeting on November 16. The board and Myra agreed that a plan to solve these issues needs to be created by 2012 and implemented by 2014. Betsy offered to submit the paperwork along with previous requests to the Capital Improvements Committee and email a copy to the board and include the location of the November 16 meeting.

Letter to the Town- Helen will send a draft thank you letter to be submitted to the Brookliner to the board and Myra before the December meeting.

Town Report- Helen will send a draft of the library’s portion of the 2011 Town report to the board and Myra before the December meeting.

Open House- Ed asked if the board and Myra are still interested in holding an Open House for the library. Further discussion tabled until the February meeting.

Patron Confidentiality- A patron approached Ed and asked if parents were allowed to access their children’s accounts to see what they have checked out or reserved. Library staff may not disclose the history of anyone’s library account without violating confidentiality laws.

Donations- There was a discussion about donating duplicate books to other NH libraries that did not have media budgets. Myra stated that the question came up on an on-line forum by a director from another library. It was agreed that Myra should not donate any books but forward Louise’s contact information to that director so that she can work something out with the BPL Friends group, possibly previewing the used books before the next sale.

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

Non-Public Session-

**Staffing- Upon motion by Helen, seconded by Ed, it was moved to authorize Myra to offer Amy Enke the Children’s Programming position for an average of 16 hours per week, at \$12.68 per hour, starting November 15, 2010, continued employment contingent upon a clear background check. Motion passed unanimously. (Unsealed 12/14/10)**

**Upon motion by Helen, seconded by Ed, it was moved to adjourn the non-public session. Motion passed unanimously. Ed left at 9:30 pm.**

Public Session-

**Upon motion by Helen, seconded by Louise, it was moved to seal the minutes of the non-public session of November 9, 2010. Motion passed unanimously.**

**Staffing- Upon motion by Betsy, seconded by Helen, it was moved to adjust the Outreach Coordinator position to an average of 18 hours per week and to move 10 hours to the Clerk level positions, distribution determined by the Director. Motion passed unanimously. Myra can temporarily schedule Dory for an extra two hours per week. Myra has posted the Outreach Coordinator position in-house. She will adjust the notice and post it publicly.**

**Upon motion by Helen, seconded by Betsy, the meeting was adjourned at 9:45 pm.** The next meeting will be held on Tuesday, December [14], 2010 at 7 pm.

Respectfully submitted,

Helen Ballou