

## FINAL MINUTES EXCLUDING SEALED MEETING NOTES

### Brookline Public Library Board of Trustees Meeting

October 2, 2007

Trustees present: Loring Webster, Rebecca Allen, Ed Cook, Lynn Hersey, John Lindgren

Meeting opened at 7:03 p.m.

#### Open Session

##### Review of Minutes

- Lynn asked for review of the sealed minutes from the 7/20/07 meeting prior to sealing them
- Lynn asked for review of the August 8, 2007 sealed and unsealed minutes for approval
- John noted that it was difficult to review minutes after 2 months of time has passed and questioned the request of Jodi to provide a collection development overview
- **Motion by Loring Webster to approve 8/8 minutes; motion passed (4-1); John Lindgren opposed**
- Lynn asked for review of sealed minutes from 8/22/07
- **Motion by Ed Cook to approve 8/22 minutes; motion passed (4-0); John Lindgren abstained**
- Lynn asked for review of the sealed and unsealed minutes from the 9/11/07 meeting
- Suggestion by Loring to call out the action items in the minutes and track them; Lynn agreed to note them in the minutes and start an ongoing task list for Ed to monitor
- **Motion by Loring to approve 9/11 minutes with edits; motion passed (5-0)**
- Lynn asked for review of Rebecca's unsealed minutes for the 9/17/07 emergency meeting
- **Motion by Lynn to approve 9/17 minutes with edits; motion passed (5-0)**
- Lynn asked for review of sealed and unsealed minutes for the 9/21/07
- **Motion by Rebecca to approve 9/21 minutes with edits; motion passed (5-0)**
- Lynn passed out a requested addition from Helen to the minutes for the June 26, 2007 – discussion about appropriate way to handle the request (attach request)

- **Motion by Rebecca to attach Helen's requested addition to this meeting's minutes, but not to change the June 26 meeting official minutes; motion passed (5-0)**
- Helen requested minutes 5/1 and 6/5 have her name removed on the library website; Loring to follow up w/Betsy to have this taken care of

#### Treasurer's Report

- Checking and Savings Account total as of 9/30 is 39,726 vs. a starting balance of \$33,422 at the beginning of the year (represents increase of \$6k)
- Overall spending is on target (77% overall spend through 75% of the year)
- Loring asked Louise to explain the origin of the savings account; in the 1980's the Friends of the Library disbanded and a savings account was established; Louise agreed to provide a chart to show the activity of the savings account
- Loring provided an explanation on the differences between the checking and savings account
- John commented we should be ordering new media before the end of the year or we will miss new releases that the patrons want and expect
- Louise says we don't need to worry about paying Brodart; they'll wait for their money until next year if necessary; end of year publication is oriented to gift market not so much libraries
- Loring said we do not currently have someone who is ordering books; John noted that it is not a matter of not having sufficient funds to order them
- Ed will confirm with Betsy that Diane is taking care of sponsor book buying activity

#### Director's Report

- Betsy provided a printout of October programming activities

#### Health/Safety Update

- Heat & smoke detectors were upgraded (action item from April 2006 originally, and in this year's Fire Inspection Report)
- Safety check on both furnaces and replaced regulators on both (for free) and it was requested the staff be informed of the gas shut-off valve locations and we are in the process of showing the staff the valves
- Bill Owens (electrician) did a walk-through to look at temporary wiring that was noted on past fire inspection reports and the Local Govt Center Property-Liability Trust Risk Management Department report from July; lamps to be replaced with overhead lighting and extension cord in attic to be replaced with outlet next week
- Next item is magnetic holdbacks for doors; received quote from Brian Fessenden and Rebecca will seek a second quote from

Protection One and schedule a walk-through; Rebecca will provide a report to the Board once completed

- Rebecca suggested that Scotty Knowles be kept informed of the progress on this
- Rebecca said the Town would like us to schedule furnace cleanings once every twelve months
- After the planned and scheduled maintenance work, there would be roughly \$1600 left in the Town's maintenance account for the library
- Clarence is aware of the need to get the steeple back up and it will happen either this week or the week of 10/15
- Devine Flooring to provide quote for mid-grade carpet to Rebecca – work will likely be scheduled for next year given maintenance account

#### Budget Review Meeting

- we have requested a postponement of our budget review meeting scheduled for 10/15 and the BOS suggested 10/29
- Ed to confirm back to the Board of Selectmen that the 29<sup>th</sup> is good

#### Patron Drop Box Request

- Patron sent letter requesting media drop box
- Ed questioned whether it would be appropriate to put this in as a warrant article
- Lynn suggested a patron survey to determine level of interest in drop box; John agreed to develop a survey to gauge interest in a \$2500 drop box (would allow patrons to return non-print material in a drop box) and will include an on-line catalog level of interest as well (\$3650 for an on-line catalog would allow patrons to search the BPL catalog, reserve, renew and check status of their account)

Next regular Board Meeting scheduled for 11/6/07

**Motion by Lynn Hersey to enter nonpublic session under 91-A:3II(a), (b); motion passed (5-0)**

**Motion made Lynn to come out of nonpublic session; motion passed 5-0**

**Motion made by Rebecca to seal minutes; motion passed 5-0**

**Motion made by Rebecca to adjourn meeting; motion passed 5-0**

Meeting adjourned at 11:06 p.m.

Minutes submitted by Lynn Hersey