

FINAL MINUTES
(EXCLUDING SEALED MEETING NOTES)
Brookline Public Library
Board of Trustees Meeting

November 6, 2007

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

Meeting opened at 7:04 p.m.

Open Session

- Reviewed sealed and unsealed minutes from 10/2/2007
- **Motion by Loring Webster to approve sealed and unsealed minutes of 10/2/07; motion passed (5-0)**
- John expressed concerns about lack of book buying activity; Board agreed that Myra will resume book-buying activity
- Reviewed sealed and unsealed minutes from 10/23/2007
- **Motion by Loring Webster to approve sealed and unsealed minutes of 10/23/07; motion passed (5-0)**
- **Motion by Loring to unseal 10/23/07 minutes; motion was withdrawn per suggestion by Lynn who consulted the LGC, under RSA 91-A:4(VI)**
- **Motion by John to approve sealed and unsealed minutes of 11/2/07; motion passed (5-0)**
- Reviewed Treasurer's report:
 - Loring mentioned that with the Nutcracker event, the programming budget will be spent for the year
 - Lynn suggested we designated a monthly budget allocation for media spending, perhaps broken out by media or children's versus all others; Myra agreed
- 2008 Budget Discussion:
 - Rebecca recognized that Linda Saari from the Board of Selectman was in attendance
 - Rebecca suggested delaying request for on-line catalog system for a year
 - The following changes to the budget submissions were proposed:
 - reducing office supplies to \$3500
 - reducing professional fees to \$750
 - maintaining media line item at same amount as last year (\$24,000)
 - reducing equipment request from \$5500 to \$3500
 - \$2000 for programming
 - reducing salaries from \$130,244 to \$128,421

- reducing advertising to \$200 but leaving some money there given recent resignations
 - reducing automation from \$2700 to \$2500 based on Russ' decision to defer a router
 - create a new line item for criminal background checks
 - discussion of healthcare benefit options – current offering if exercised by family would be \$20,316; Linda Saari suggested we review a wage & benefit survey available at the town hall; Rebecca recommended the HR subcommittee investigate and make a recommendation to the Board
 - Ed noted that our non-discretionary increases already put us over the request from the Board to cut our budget to a 4% increase
 - Recommendation by Louise to reduce programming line to \$1500- decided to reduce it to \$2000
 - After all discussed changes, the recommendation is \$201,888 (8% increase over last year), but if healthcare ends up being for single coverage, the increase will be only at 4%
 - Facilities budget review:
 - 2 magnetic holdbacks will be done in 2007 in stairwell, and 2 will be deferred to 2008
 - New railing for front may be \$300-600 in 2007
 - \$5,149 spent ytd on maintenance out of 2007 budget of \$8,000
 - Proposed \$6k for carpeting for priority areas
 - Maintain request for lighting in parking lot
 - Maintain request for peepholes in doors
 - Maintain request for flagpole paint/scrape
 - Maintain request for ongoing testing, water, heating, etc.
 - If carpet will not be replaced, need \$ in the budget for cleaning of old carpeting
- Helen asked what the Board priorities have been and whether a list of outstanding items had been established; Lynn said Board priorities have been staffing, budget preparation, and addressing longstanding facilities items; Lynn reported that she has created a list of action items from prior minutes
- Holiday Schedule:
 - Rebecca proposed a 2008 holiday schedule to include:
 - New Year's Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day

- Veteran's Day
 - Thanksgiving
 - Day After Thanksgiving
 - Christmas Eve
 - Christmas Day
- **Rebecca made motion to approve above holiday schedule outlined above; motion passed (5-0)**
- Board discussion of staff questions submitted in advance of the meeting:
 - Rebecca agreed to add childproof locks to a worklist
 - Louise suggested we call Gerry to black out lines in the parking lot
 - Diane has indicated that water fountain has been taken care of since the submission
 - Myra to contact Austin Blum for scout community service projects
 - When donations are made in memory of someone, Loring will open, sort and report on donations and then hand to the Director to give thanks the giver of the gift and to the family
 - Ed shared that the Board has come to agreement with Jodi that she will be retiring effective 12/31 and will be on paid administrative leave until then; we have moved forward with the hiring of a Director and have posted the Children's Librarian position
 - Board will request fundraising for a media-safe drop-off box as this as a large dollar amount item and not the highest priority item; Myra agreed to check into resources for used drop boxes; Rebecca suggested shelving be researched, too
 - Board agreed to have Myra consider a food for fines/book donation for fines programs
 - Board agreed to have Myra work with Karina on proposal for updates to the YA room
- Question from Lori Hestad re staff resignations and plans to cover work; Loring mentioned that Elizabeth Tanner will be coming in to see Betsy about sub hours which should help cover evening gaps on Tuesdays
- Question from Joe Cote regarding the number of resignations; Board declined to comment as this is a personnel matter
- Lynn proposed a policy regarding employee's children in the workplace; public and Board discussed policy and made slight edits
- **Lynn moved to adopt policy on children at work (attached); motion passed (5-0)**
- Myra was introduced and status of open positions was shared
- Ed recognized that staff has done a great job keeping the hours open as much as possible

- **Lynn moved to go into non-public session under RSA 91-A:3,II (a) and (b); motion passed (5-0)**
- **Lynn moved to come out of closed session; motion passed (5-0)**
- **Loring moved to seal the minutes from the closed session; motion passed (5-0)**
- **John moved to end the meeting; motion passed (5-0)**

Next Meeting will be on 12/4/07

Meeting adjourned at 10:44 p.m.

Minutes submitted by Lynn Hersey