

FINAL MINUTES  
(INCLUDING CLOSED MEETING NOTES – NOT SEALED)  
Brookline Public Library  
Board of Trustees Meeting

December 4, 2007

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

Also present: Myra Emmons (Director)

Meeting opened at 7:06 p.m.

Open Session

- Reviewed sealed and unsealed minutes from 11/6/2007
- Question from Helen Ballou regarding decisions on what is being included in minutes, she specifically referenced a prior question of hers regarding the presence of a police officer at the notification meeting with Jodi Tochko:
  - Lynn responded that the omission was not an intentional attempt to exclude certain information, but rather a matter of discretion on the most critical items to include
  - Lynn also repeated her explanation for the presence of the officer as a precautionary safety measure when dealing with an unpredictable situation
  - Helen charged the Board with acting in a biased and deceptive manner
- Question from Helen regarding the taping of meetings; Rebecca responded that it had been her personal decision to tape meetings in the past, and was not a required task for her or the Board; she also provided an update on her numerous, unsuccessful attempts to get the meetings broadcast on local cable
- **Motion by Loring Webster to approve sealed and unsealed minutes of 11/6/07, seconded by Rebecca; motion passed (5-0)**
- **Motion by Loring Webster to approve sealed and unsealed minutes of 11/27/07; motion passed (5-0)**
- Myra provided the Director's report (see attached)
  - Myra mentioned that Diane has agreed to extend her resignation date for a couple more weeks and possibly be available for projects in the future
  - The new Children's Librarian (Jennifer Wood) and Clerk (Victoria Bullard) will begin on Monday, December 10<sup>th</sup>
  - Ed suggested posting signs indicating the status of the non-fiction video materials which are temporarily off the shelves

- Lynn suggested exploring the option of gotbooks.com as a method for potentially getting some income for weeded books; Myra will work with Louise to make sure options do not take away from the income we generally get from the Friends
- Myra mentioned the popularity of the Spanish for Preschoolers; she cited a patron with concern whom she spoke to; she will work to continue offering programming that is inclusive of different cultures
- Deb discussed a couple of upcoming programs in the works
- Loring presented the Treasurer's report:
  - Loring made a correction to move the \$500 line called Friends of the Library – Other to the Programs line for a new total on Programs of \$2175
  - Loring noted that there have been \$945 in donations in memory of Nancy Howard to be used for purchasing media; Myra asked if there were particular interests of hers and mysteries and possibly audio books were suggested
  - John requested a most current copy of our budget submission be shared with the rest of the Board; Loring will circulate
  - **Rebecca moved that we accept the new mileage rate of 50.5 cents for travel reimbursement in 2008; motion passed (5-0)**
  - Ed questioned the budget line item on Communications; Russ had originally recommended \$1350 be requested in the Communications line item in the budget be increased to cover the business level static IP address we need to be in compliance; he later said we could pull that amount out if necessary, but we may not be in compliance with our provider if we do so; Rebecca clarified that this is not related to an on-line catalog
  - John suggested inviting Russ come into a future meeting to do a technology overview
- Review of Action Item List (see attached):
  - **Rebecca moved we authorize Rebecca to proceed with the stairway carpeting replacement work in the month of December, subject to Rena's review and approval; motion passed (5-0)**
  - Need to add battery replacements to safety checklist
  - John and Myra have set 1/10 as the date for an Open House

#### New Business:

- Loring informed Board that our custodian resigned as of 12/15; Loring and Myra will work to identify a replacement and put them in front of the Board of Selectman for hiring by the Town

- **Rebecca moved to offer and have Lynn sign up for dental coverage for the Director, and adjust our budget request to reflect a single person coverage for health insurance and add dental coverage; motion passed (5-0)**
- Discussion of Right to Know request:
  - 2 requests from Joe Cote of the Nashua Telegraph and Gagliuso & Gagliuso for information under the Right to Know law (see attached requests)
  - Board recognizes that there will be privacy concerns from current and former staff
  - Rebecca contacted the LGC to determine what we were required by law to provide and contacted Joe Cote to determine what would be acceptable to him
  - Lynn drafted a letter to notify former/current staff of this request and our obligation to comply
  - Lynn to send the letter to Ed who will work with Myra to distribute to current/former staff
- **Rebecca Allen made a motion for a closed session under RSA 91-A:3II(a); motion passed without objection (5-0)**
- Board invited Debra Reilly to remain for this session
- Board reviewed request from Deb to consider a promotion
- Deb requested \$12.50/hr
- Deb stated her offer was verbally conveyed at \$11.74/hr but once she started, she was actually paid at \$11.17/hr; she noted that she would have been at \$12.50/hr by now if original offer had been correct (vs. \$11.91/hr – her current rate)
- **Loring moved to promote Debra Reilly to Grade 4, Step 5 (\$12.64/hr) effective December 1st; motion passed without objection (5-0)**
- **Rebecca moved to go back into public session; motion passed without objection (5-0)**
- Board conveyed promotion decision to Deb
- **Loring moved to close the meeting; motion passed (5-0)**

Next Meeting will be on 1/8/08

Meeting adjourned at 10:05 p.m.

Minutes submitted by Lynn Hersey