

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

January 8, 2008

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

Also present: Myra Emmons (Director)

Meeting opened at 7:07 p.m.

Open Session

- Reviewed sealed and unsealed minutes from 12/4/2007
- **Motion by Loring Webster to approve minutes of 12/4/07 with minor corrections, seconded by Rebecca; motion passed (5-0)**
- Reviewed minutes from 12/11/2007
- **Motion by John Lindgren to approve minutes of 12/11/07, seconded by Ed; motion passed (3-0), Loring & Lynn abstained**
- Discussion re facilities:
 - Trustees were informed by Rebecca that because of excessive plowing expenses, there was not money in the town budget to cover the carpeting replacement project in 2007
 - Magnetic holdbacks are installed but are not yet activated; Rebecca to call Brian Fessenden to check on the status of completion and will make sure he lets Myra know if there is any information she should have
- Loring presented the Treasurer's report:
 - Books should be closed officially on January 10th, but the numbers in this month's report are essentially year-end numbers
 - Total in checking & savings is \$29,142.17, which is down around \$4000 year over year
 - Question from Helen regarding the source of money for the Legal expense; Loring explained that the money came from the general checking account
 - Question from Helen regarding the cost of the changing of locks; Rebecca said it was approximately \$500 that she believed had been charged against the office supplies line
- Myra presented the Director's report:
 - Myra has had great initial feedback on the new staff
 - New custodian, Khiem, has requested additional hours to catch up on cleaning; Myra suggested she inquire at the

town but thought we should be able to catch up on cleaning work over time

- New book orders have been coming in and are being shelved
- Exploring options to make the YA room more teen-friendly; considering engaging a teen advisory council to assist
- Looking to begin some movie nights to leverage a movie license that was purchased
- Website has been updated thanks to assistance from volunteer, Lynn Abt, who has been training Debra Reilly to maintain the site going forward
- Old Business
 - A patron volunteered a couch and chair to the library; Myra will follow up
 - Have received huge donations of VHS and DVDs and horse books which will be added to the collection
 - Preparations are in place for Thursday's Library Open House
 - Will discuss carpeting at next month's meeting
 - Medical and dental contracts were given to Ed to sign and Myra will fax them back to LGC
 - Myra is collecting the required documentation for enrollment in the retirement system
 - Lynn has submitted the form to cancel coverage for the prior Director's medical insurance coverage
 - Will re-visit changing the payroll cycle in the future when year-end and budget work slows down

New Business:

- Review of settlement agreement next steps:
 - **Rebecca moved to unseal the settlement agreement with the former Director since the terms of the agreement have now been completed, based on legal advice with LGC. This agreement will be made a part of the public record, but retained in a personnel file and available upon request. Loring seconded the motion. Motion passed (5-0).**
 - Rebecca suggested that this document might be required to be maintained at the Town Hall. Loring agreed to check on this.
 - Ed agreed to draft a letter to notify Jodi of this action as a courtesy.
 - Myra was given the documentation to be placed in the file.
- Staff requested ability to put corkstrip up for hanging things in the children's room. Board had no issue with this.
- A member of the staff member has requested an ability to work extra hours to cover for a planned week of unpaid of vacation.

- Board affirmed Myra's ability to use her discretion to approve as long as it didn't adversely affect library operations.
- Discussion of possibility of staying open Saturdays in the summer. Since this is a possibility, staff should not be putting in extra hours to cover for the Saturdays off in the summer, as has been the past practice. Ed suggested this be a topic included in a patron survey to be developed in March to be executed in April.
 - Discussion regarding policy for unattended children at the library:
 - Myra shared that there have been issues with an unattended teen who didn't have a ride home after the library closed. Myra proposed a policy to address this issue (see attached). Board suggested a modification to apply the policy to children under the age of 16.
 - **John made a motion to amend the policy manual to add the policy on unattended children; Loring seconded; motion passed without objection (5-0)**
 - Discussion re submission for Annual Report. Myra offered to work on the draft and have something on hand for Trustees to sign Thursday night.
 - **Rebecca Allen made a motion for a closed session under RSA 91-A:3II(b); Loring seconded; motion passed without objection**
 - Proposal from Myra of candidate for Assistant Director position:
 - Myra proposed Shay Favata be considered as a candidate for the Assistant Director. Board reviewed her qualifications.
 - **Rebecca moved the Board authorize Myra to extend an offer to Shay Favata for the Assistant Director position at grade 7, step 7 (\$15.87 per hour) for 20 hours per week. Loring seconded; motion passed (5-0)**
 - **Rebecca moved to go back into public session, Loring seconded; motion passed (5-0)**
 - Board discussed budget submission and will Loring & Rebecca will update it to reflect the staff changes and the addition of dental coverage for the Director
 - **Ed moved to approve the budget submission; Loring seconded; motion passed (5-0)**
 - **John moved to authorize Myra to talk to Victoria about reducing her hours from 20 to 18, as was originally planned. If Victoria's hours cannot be reduced to 18, the budget submission will be modified by increasing the staff hours and reducing the media and education line items accordingly. Lynn seconded; motion passed (5-0)**
 - Budget hearing for library will be on 1/29 at 7 p.m.
 - **Loring moved to close the meeting; Rebecca seconded; motion passed (5-0)**

Next Meeting will be on 2/5/08

Meeting adjourned at 9:25 p.m.

Minutes submitted by Lynn Hersey