

FINAL MINUTES EXCLUDING SEALED MEETING NOTES

Brookline Public Library Board of Trustees Meeting

September 11, 2007

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

Meeting opened at 7:07 p.m.

Minutes

- Agreement to postpone review and approval of minutes to next meeting

Budget

- Review of budget was prepared and presented by Rebecca Allen and Loring Webster
- key dates: budget submission due to Rena Duncklee by 9/24; Library Budget Meeting with Town Finance Committee scheduled for 10/15
- Linda Saari questioned use of Cost of Living Adjustment (COLA) factor (2.3%) for non-salary related expenses; Rebecca explained her methodology and requested any additional guidance for other methods to estimate year over year increases; Linda suggested CPIW as a resource for other numbers
- salaries, media, health insurance, retirement are the largest line items in the library budget
- Professional Dues allocation is intended for participation in library associations and/or for the Director to participate in other community organizations
- Media:
 - NH audio book program allowing free patron downloads or cd burns of audio books was free for the first year, but will cost \$500 to renew membership; questions were raised about the utilization of the program by BPL patrons, and Rebecca agreed to research; regardless of the stats, the Board felt a second year of the service should be offered to give patrons a chance to discover and leverage the offering
 - increasing trends in DVD and video circulation; need to reflect this demand in the media purchasing
- Equipment:
 - discussed purchase safe book drop for all media, including DVDs and videos; Rebecca researched a drive-by drop box that would make returns more convenient for patrons; also discussed the high late fees currently assessed and agreed to review the policy at a later date
 - money requested to replace and add furniture, including new sofa and chairs needed for downstairs, furniture for parent/child co-reading in the children's room, additional shelving, and possibly study space/laptop user space; may have to consider fundraising for this as it is a significant expense; decision to reduce the request from \$8k to \$5k in light of other priorities
- Education – Board would like to support additional staff development
- Programs:

- proposed increase reflects a desire to increase hours open and increase in a number of programs
 - are overspent on Programming for 2007
 - lack of money allocated for programming has meant more “in house” programs that may hit the budget in other areas (e.g. supplies)
 - John Lindgren and Ed Cook plan to attend the Friends meeting on 9/12 and will bring any action items back to the Board
- Salary:
 - BPL currently pays at the high end of towns of pop. 2,500-5,000; could look at comparators for town size of 5,000-10,000
 - proposal includes an increase in staff hours for Children’s Librarian to provide a small number of overlapping hours for the two librarians to collaborate
 - proposal includes an increase in open hours offset by decrease in the staffing ratio and a decrease in Director’s salary
 - proposal includes an additional 2 sub hours/wk to account for vacation and sick hours
 - Madge Smith asked if there was a positive variance as a result of having the two Children’s Librarian positions unfilled for a portion of the year, but payouts for vacation and sick time and the hours had to be covered by paid subs offset any variance
- NHRS – Library is currently paying a catch up on retirement contributions for 3 years and 2 months that was approved by a past Board and amortized; open questions on whether we can pre-pay and if we can, would we want to? Rebecca will continue to research
- Advertising:
 - primarily for posting open jobs
 - could consider use of interns
 - suggestion by Louise Price to post at Simmons College
- Automation:
 - significant amount of upgrades needed which Russ Heinselman has estimated he can get for the library for \$2700
 - decision to remove the \$3650 for an online catalog system (ability to check availability, reserve and checkout from home) and submit a warrant article request instead
 - **motion by Rebecca Allen to request a warrant article for \$3650 for an on-line catalog system and to remove it from the budget request (motion passed 5-0)**
 - Rebecca suggested doing a user survey to get feedback on possible additional services and a suggestion was made to combine that with a request for donations
 - open item for a following meeting to explore creation of fundraising subcommittee
 - discussed investing in Quicken upgrade to automate payroll or outsourcing it (as the Town does); Quicken is integrated with rest of financial records and automation would mean less manual errors; decision to submit budget request for Quicken upgrade
- Health Insurance – Linda Saari advised Board to put in same amount as last year, pending numbers for insurance that will be received on 10/17
- Facilities:

- Board requested Health/Safety Committee work with Director to ensure the carpet replacement occurs in 2007
- Board requested Health/Safety Committee work with Town to get magnetic holdback for fire doors at top/bottom of stairs
- Board requested to have Health/Safety Committee get the alarms put on the YA door
- Lynn suggested having Nicole Karlsson review budget for Facilities to look at Health/Safety concerns to ensure we haven't missed obvious items that need to be addressed
- Ed requested Rebecca/Loring prioritize facilities items as health/safety requirements versus discretionary requests
- Rebecca agreed to make updates and send out latest version for Board review; she will also send it in a pdf file format to interested parties in attendance who provide contact information based on Madge Smith's request

Chair recognized Helen Ballou:

- Helen asked whether 7/20 minutes to place an e-mail package in the public artifacts has been done – Lynn agreed to do so immediately following the close of the meeting
- Helen asked for an update from the August 8 motion to remove her name from May 1st and June 5th minutes – Lynn agreed to follow up on this
- Helen provided Lynn with requested updates to the June 26 minutes – Lynn will distribute to rest of Board and agreed to review at next month's meeting
- Helen expressed concerns about interactions with Rebecca

Safety Committee Update:

- Joint Loss Committee has provided a draft copy of their safety manual which will be appended to library manuals once complete; this should satisfy state requirements
- no response yet from John Bardone & Nicole Karlsson on offer to help with Health & Safety Committee; will follow up again

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

Motion made by Ed to come out of nonpublic session; motion passed 5-0

Motion made by Rebecca to seal minutes of nonpublic session; motion passed 5-0

Motion made by Lynn to close the meeting; passed without objection

Meeting adjourned at 11:45 p.m.

Next Meeting will be October 2, 2007

Minutes submitted by Lynn Hersey