

**Final MINUTES**  
Brookline Public Library  
Board of Trustees Meeting  
March 4, 2008

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

Also present: Myra Emmons (Director), Shay Favata (Assistant Director)

Meeting opened at 7:07 p.m.

Minute Review:

- Reviewed minutes from 2/5/2008
- **Motion by Loring Webster to approve minutes of 2/5/08 with minor corrections to dates, seconded by Ed; motion passed (5-0)**

Treasurer Review:

- Loring presented the Treasurer's report
- Lynn questioned the costs in automation line item which are running high considering how early in the year it is; Rebecca explained that they are from Russ' computer upgrades which are one-time items; some pc hardware has been replaced/added and software has been added; Myra mentioned that a new bar code scanner for book checkouts may be needed
- Health insurance line item shows higher spending because of timing of billing; Loring will check into the timing of the December bill and report back next month

Director's Report:

- Myra presented the Director's report (see attached)
- Water issues have been addressed and no further complaints have come in, but people are hesitant to drink it still; Myra will test it again in Spring
- Jerry has been called and will look into parking lot standing water issue
- Elevator inspection was complete and have received our certificate
- Next Hillstown meeting will have a presentation on YA, so Jen Wood will attend with Myra
- Myra will present a briefing to the Board in April on fine policy as she will be attending a special discussion at the Hooksett PL in March
- Scenarios were presented on new library hours:
  - One option is to open at 10 every day that the library is currently open and close at the same time; this can be done

without adding to staff and would provide consistency in the hours open

- Second option is to extend hours on Wednesday and Friday until 4, which would have the benefit of being open after school for school age kids
  - Discussion on the options occurred and input from attendees was considered
  - Loring suggested considering review of days/hours schedule in a survey and then proposing a budget for next year that reflects increased hours if the survey bears that out
  - **Rebecca made a motion to increase hours to open at 10 a.m. on Monday and Thursday, effective March 31<sup>st</sup>; Lynn seconded the motion; motion passed (5-0)**
  - Myra will update signage to reflect new hours and will have Deb advertise the change in hours.
- Myra shared the March programming calendar
  - Karina has requested consideration for a Dinosaur Program for March 27<sup>th</sup> 4-5 p.m., put on by Beaver Brook for mixed elementary grades which will cost \$129.80; if approved a deposit is required; Board was supportive and Loring will provide Myra with a check
  - John requested a Programming Plan for the year; Myra to provide a proposed plan for the April Board Meeting
  - Shay reported that the Toxic Blast Sundae Program for kids was a success; approximately 30 attendees showed up; program was slightly modified because the presenter was unavailable due to an emergency
  - Teen movie night/pizza party was not as successful a program due to school vacation week and time of day it was offered; Myra and Jen will continue outreach attempts to the YA population, including a Teen Council that Jen is organizing to get input
  - Myra will provide updated job descriptions and proposed changes to the Policy Manual to the Board for consideration; to discuss at the April Board Meeting

#### Staff Reviews:

- Lynn and Myra reported on development of staff reviews
- Proposed format will include sections for competencies, measurable objectives and personal development plans
- Myra proposes a self-assessment and meeting with Director at mid-year and an annual review done by the Director at year-end
- Lynn has volunteered to help Myra with this process following the conclusion of her Trustee term
- Myra to bring a proposed format and proposed staff goals to the April meeting

#### Statistics Discrepancy:

- Betsy Solon informed the Board that she believes there was a discrepancy in the statistics published in the Town Report based on the numbers she reviewed in November.
- Betsy will work with Myra to review the discrepancy and Myra will provide the Board with a status after the review; if a correction is necessary, it must be submitted promptly for consideration at Town Meeting

#### Facilities:

- Myra will call Brian Fessenden to have programmable thermostats and locked covers installed
- Brian Fessenden has been contacted and will be replacing parking lot lights; Myra will follow up because it is a safety issue
- Loring will call Rena and make sure she knows to expect the expenditures for the thermostats and parking lot lights
- Doors to the YA rooms are not currently fire rated but it is unclear whether they must be
- Rebecca proposed that Myra be authorized to work with Scotty Knowles to review the YA doors and collect bids to replace the doors, if necessary or make corrections to the existing doors, if advised and bring the resulting information to the Board for a decision
- Rebecca proposed that Myra bring a proposal for addressing an unstable bookcase in the children's room to the next Board Meeting
- Rebecca suggested the creation of a petty cash fund of \$100 for small emergencies that currently staff pays for out of pocket and must get reimbursed for
- Myra agreed that this would be beneficial and that receipts would still be required for use of the funds
- **John moved to authorize a \$100.00 petty cash account that the Director is responsible for; Rebecca seconded; motion passed (5-0)**

#### Staffing:

- The Board acknowledged the successful completion of the introductory employment period for the following employees:
  - Myra Emmons
  - Elizabeth Tanner
  - Victoria Bullard
  - Jennifer Wood

#### Update on Rochford Statistics Review:

- Myra reported that Bob Rochford is still working on the stats and did not have an update ready for this meeting
- Ed has not yet contacted Linda Saari for further understanding of the Board of Selectmen's concerns, but will do so

Miscellaneous:

- Ed will share with the Board some info from the Guilford Public Library on their new library construction project at a future meeting
- Myra mentioned that we should be tracking all donations more diligently as it is important documentation to have for grant consideration
- Loring suggested making some goals for Outreach Coordinator to emphasize services we offer; Deb and Myra will be attending a workshop to look at website potential in May
- Deb & Myra to explore ideas for advertising new hours and programs
- Discussion of signage situation and options to increase programming awareness; Jodi requested consideration be given to the look and feel of the building if new signage is considered

Action Item List Review:

- Items were reviewed and updated
- Per a suggestion from Gregg Hersey, Ed to put a fundraising topic on future meeting agenda
- Lynn to send updated action item list to Board

Next Meeting will be on 4/1/08

- **Loring moved to close the meeting; Rebecca seconded; motion passed (5-0)**

Meeting adjourned at 9:57 p.m.

Minutes written by Lynn Hersey

Minutes submitted by Helen Ballou