

MINUTES (EXCLUDING SEALED MEETING NOTES)

Brookline Public Library
Board of Trustees Meeting

July 20, 2007

Trustees present: Loring Webster, Rebecca Allen, Ed Cook, Lynn Hersey
Alternates present: John Lindgren
also present: Jodi Tochko (Library Director)

Meeting opened at 7:10 p.m.

Minutes

- **Rebecca moved, seconded by Lynn to approve the June 26 minutes; motion passed 4-0**

Treasurer's Report

- Loring provided the Treasurer's report
- question from John Bardone re P&L wording on treasurer's report – to be reviewed following the meeting

Officer Election

- **Rebecca made motion to elect Ed Cook as chair, Loring seconded; vote passed 3-0 (Ed abstained)**
- **Ed made motion to elect Lynn Hersey as secretary, Rebecca seconded; vote passed 3-0 (Lynn abstained)**
- **Ed moved to approve signing authority for Rebecca, Lynn seconded; vote passed 3-0 (Rebecca abstained)**
- recommendation from John Bardone to investigate Electronic Fund Transfer option for future

Director's Report/Update

- NH Public Library Annual Report submission completed with help from Louise Price & Betsy Solon and sent to State
- June and July month-to-date programming participation stats were provided
- Jodi working with Russ Heinselman to get estimate for additional staff computer for Board to review at a future meeting
- Health & Safety Update
 - Diane Roy from State Department of Labor visited the library to review health & safety standards and discuss participation on town's Joint Loss Committee (JLC)
 - based on Diane Roy's recommendation to limit JLC members, Jodi will step down from the committee, but Diane Beland will remain the library rep on the board

- **Rebecca moved to continue our participation on the town's Joint Loss Committee, Loring seconded; vote passed 4-0**
- Jodi reported no outstanding items from prior JLC meetings; Ed asked Jodi to provide report from the last JLC meeting to the Board at our next meeting
- library facility will be reviewed at next JLC meeting in three months
- **The board requested (through a motion made by Rebecca and an amendment by Lynn, which was passed by a vote of 4-0) a report from the Director to provide the following information in advance of the next board meeting, to be reviewed at the next board meeting:**
 - **latest water testing reports**
 - **latest environmental testing reports (to include air quality, mold, lead paint, etc.)**
 - **latest basement/crawl space mold report**
 - **date of downstairs carpet runners and welcome mat replacement or shampooing (whichever is most recent)**
 - **date of last AC service**
 - **date and cost of last duct cleaning**
 - **copies of the latest chief of police, fire inspector, building inspector and elevator inspection reports**
 - **latest toilet facility review**

Discussion of procedures for sealed minutes

- Lynn asked where the sealed minutes were currently located
- Helen Ballou indicated she has sealed minutes from her tenure in the Secretary
- Jodi has past sealed minutes in a locked box in her residence
- suggestion was made to collect past sealed minutes and put those and all future sealed minutes in the Town Hall vault

Chair recognized Helen Ballou

- under RSA 91-A:3II(c), Helen asked if the chair wanted a closed session; the chair did not opt to close the session
- Rebecca asked Helen if she intended to bring suit against the Board under the Right to Know Law and Helen stated she did not intend to do so
- referencing a packet of e-mails which had been sent to a former library employee, Helen requested to know who on the Board was talking to whom, about what and for how long, and stated that she felt the behavior was unethical; Helen asked the Board to address the unethical behavior

- Rebecca recommended that Local Government Center be consulted and asked if anyone on the Board wanted to respond to Helen's inquiries about the e-mails – Rebecca, and Loring declined; Ed stated he felt he had done nothing wrong
- Helen asked for Loring and other involved Board members' resignation
- responding to a request from Ann Somers, **Rebecca moved to place a copy of the e-mail packet only in the public artifact with all e-mail addresses blacked out; motion passed by a vote of 3-0 (Lynn Hersey abstained)**

Filling of vacant trustee position

- **Motion made by Ed to put forward John Lindgren as the fifth trustee, passed by a vote of 4-0**
- Lynn to send letter to Board of Selectman by Friday, July 27, 2007

Next Meeting will be on 8/8/07 at 7 p.m.

Review of Policy Manual and Employee Handbook

- **Motion by Rebecca to have Lynn Hersey review Policy Manual and Employee Handbook and bring recommendations to the board for any changes. Motion passed without objection.**

Public Access to Board of Trustees

- **Motion by Rebecca to ask Dave Partridge to tape board meetings for the town public access channel passed without objection.**
- Board agreed to let Rebecca put the date and time of Trustee meetings on the Yahoo town site.
- Board agreed to let Rebecca ask Russ about the possibility of a board e-mail address.

Lynn Hersey made a request for closed session under RSA 91-A:3II(c), approved by Chair

- Board agreed to seal notes from the closed portion of the session.

Agenda

- Topics for agendas should be given to the chair who will work with the director to set the agenda.
- Recommendation to vote on the agenda at the beginning of each meeting.

Meeting adjourned at approximately 10 p.m.

Minutes submitted by Lynn Hersey