

MINUTES (EXCLUDING SEALED NOTES)

Brookline Public Library Board of Trustees Meeting

August 8, 2007

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

Meeting opened at 7:05 p.m.

Minutes

- **Ed moved to approve the July 20 minutes; motion passed 5-0**

Treasurer's Report

- Loring provided the Treasurer's report
- question from Rebecca re media expenses at 81%:
 - Board estimated \$6k left for media purchases through year-end
 - Jodi was asked to keep spending (including any outstanding orders that have not yet been paid) to under \$6k
 - Loring and Rebecca will review finances and get specific figures to Jodi and the Board on actual available media income
 - Ed requested an overview from Jodi at next meeting on spending and the collection development process
- Loring noted that there is an ongoing balance of approximate \$36k in the bank account so there is not an immediate concern and Louise Price referred the Board to carry-over income from past years' fines
- the following modifications to the financial reports were recommended:
 - creating a fund report to reflect the various sources of income
 - adding a column to project expenses through year-end
 - adding a column with last years' financials so year-over-year comparisons could be made

Director's Report

- Jodi reviewed Health/Safety report that had been requested by the Board; of note:
 - Jodi/staff will change polyester filter in Spring
 - Board would like mold assessed
 - Jodi is waiting for estimate on fixed heat detectors

- fire inspection completed on 8/7 with nine items to be addressed by 9/10
- Jodi will have exterior paint tested for lead
- Board to review assessment from Police and Fire Department and will agree on approach for next steps at the next meeting
- Rebecca requested that health/safety report be maintained and presented as part of Director's report
- Ed asked that filter changes and furnace cleanings be separate line items to be added to the report
- Jodi reported the library has \$8k in town maintenance budget for library facility to cover needs and she has requested estimates for multiple facility replacements/improvements
- Jodi has asked the Board to consider staff payment policy if library is closed/partially closed for carpet replacements
- Jodi updated staff on progress on hiring of Children's Librarian; Board urged Jodi to consider candidates within the salary range, even if they are in the high end

Public Comments/Concerns

- Helen Ballou requested her name be removed as the submitter of the May 1st and June 5th minutes as amendments had been made following her original submission and subsequent resignation from the board; she also noted an omission from the June 5th minutes (page 4, 3rd paragraph, missing "to conduct meetings" after "technology" from Russ' comment) and raised a concern about the accuracy of a comment in the June 5th minutes made by Pat Fickett
- **Rebecca moved to remove Helen's name from May 1st and June 5th minutes, add Russ' comment to the June 5th minutes, and leave the comment attributed to Pat Fickett as is in the June 5th; motion passed without objection**
- it was noted that Ed Cook needs to sign the June 26th minutes he submitted and Lynn Hersey should sign the July 20th and all future minutes that are submitted
- Helen asked if the Board planned to contact the Local Government Center regarding issues concerning the e-mails Helen brought to the 7/20 meeting; Rebecca agreed to frame the issue to be brought to the Center for the Board to review
- Nicole Karlsson has background and expertise in environmental and occupational health matters and expressed concerns about potential library health issues:
 - Jodi indicated that there is no record that is kept of complaints about the health issues from staff or patrons but agreed to begin collecting staff and patron concerns in a log

- Nicole expressed concerns about approaching air quality from an issue by issue approach versus a more holistic approach
- Nicole volunteered to share a staff questionnaire, work with the Director to review testing results, and consult with the Board on approach to health issues

Patron Card Policy

- concern was raised around a strict policy of requiring patron library cards for checkout
- Jodi agreed that staff will be reminded that there should be a friendly approach to patrons who forget their cards and that staff will offer to replace lost cards

Employee Handbook/Policy Manual

- Lynn to draft a policy for the handbook regarding staff bringing children to the library during working hours for Board consideration
- Department of Labor has indicated we must include health/safety hazards and emergency response procedure info in the employee handbook:
 - Ron O’Keefe in Local Government Center is supposed to provide a risk management assessment for the town which the library may be able to copy once completed, but DOL requirement must be met by September
 - Ed/John to contact Wes Whittier for help with handbook info
- **motion by Rebecca to nominate Ed and John as a Health/Safety Committee with a first task to get the DOL required language for the employee handbook; passed without objection**
- **motion made by Rebecca to approve the June 5th Policy Manual; passed without objection**
- **motion by Ed to nominate Lynn and Rebecca as an Employee Handbook Committee; passed without objection**

Closed Session

- **Lynn Hersey made a motion for a closed session under RSA 91-A:3II(c) with sealed minutes; motion passed without objection**
- **Loring moved to close the non-public session; passed without objection**

Open Session

- **Rebecca moved to seal the minutes from the closed session; passed without objection**

- **Loring moved to close the meeting; passed without objection**

Meeting adjourned at 10:35 p.m.

Next Meeting will be September 11, 2007

Minutes submitted by Lynn Hersey