

Minutes of The Board of Library Trustees – Oct. 3, 2006 – 7:00 PM
Brookline, NH

Present: Eleanor Amidon Jodi Tochko
 Russell Heinselman
 Loring Webster
 Helen Ballou

Minutes

Upon motion by Russ, seconded by Loring, it was moved to accept the minutes of The Board of Library Trustees' meeting of Sept. 5, 2006 as written. Motion passed unanimously.

Treasurer's Report

For the period ending September 30, 2006, the Treasurer's Report shows a balance of \$45,271.97. The report was accepted.

New Business

Sealed Minutes- Loring posed a question concerning the Aug. 2006 meeting which was a closed session in accordance with (91-A: 3II(c)). Loring took exception that the minutes were not approved. At the end of nonpublic sessions, the Trustees decide whether or not to seal the minutes by making a motion to seal them and then vote on it. Minutes that are not sealed are open to review by the public. Sealing the minutes makes the information presented unavailable to anyone except the persons present at that nonpublic session. Minutes for that particular meeting were sealed.

Shelving- Jane has acquired 2 large shelving units through donations by the Toadstool Bookshop for the Children's Dept. Thank you!

Publicity- Loring questioned the Hollis/Brookline Journal's printing of Library events. Much more information is sent to them. The HBJ only prints a portion of it at their discretion. Loring suggested the Broadcaster as a possible source for distribution. Deb is working on getting more of the submitted events printed in the HBJ. She is also investigating more possibilities including ones in Massachusetts.

Town Hall Survey of Use- A staff member inquired at the Town Hall about using space there for a future event. The Friends of the Library is hosting a classical pianist for a holiday concert. Jodi received a 4-page application that requires a large insurance policy to cover the event. Jodi will ask at the Town Hall if the town's liability coverage also extends to the Library and its events.

Staffing- Loring had a question concerning staffing issues with volunteers and substitutes. Staffing issues are the Director's responsibility. Loring received information concerning staff vacations that Jodi was unaware of. Loring was asked to direct the staff members offering this information to him to Jodi in the future. Helen referred Loring to page 11 of *The Library Trustee: A Practical Guidebook*, by Virginia G. Young, for a breakdown of duties and responsibilities of the Library Board and of the Librarian as a useful guide.

On-line Catalog- Loring inquired about the feasibility of putting the Library's catalog on-line. Some surveys mentioned accessing the catalog via the Internet. Larger libraries such as Nashua and Hollis have virtual catalogs. Patrons are also able to renew and reserve books on-line. According to Russ, it is an issue to look at going forward. There are significant issues with public webservers including monetary, staffing/updating, and security. Ann Somers said that the Facilities Committee would send out a survey to other libraries to gain information on what they offer on-line.

Copier- Loring inquired about replacing the copier or getting another copier with a multi-feed which copies in color, sorts, and staples. Jodi stated that color copiers require more maintenance and are more expensive.

Old Business

2007 Budget- The Trustees were in attendance at the joint Selectmen/Finance Committee meeting on Monday, Oct. 2, 2006, to present the Library's proposed 2007 budget.

General Maintenance- Jodi outlined 3 major projects that are in need of attention:

1. Identify and repair the leak in the hallway/repair damage to the interior wall of the staircase.
2. Refinish the wood floors. The finish is completely worn off in many places.
3. Install new carpeting. It is threadbare in places.

The building is historic and it needs to be cared for. Jodi will inquire about estimates for fixing the damage and she will also obtain quotes for the carpeting and floor refinishing.

Steeple- The steeple is still in need of repair and painting.

Alternate Trustees- There have been no offers for the alternate Trustee positions.

Facilities Committee- Loring reported that Dennis Mires has walked all of the potential properties submitted so far. Mires is compiling his findings. Patience Jackson, a library specialist, will be consulted. She will do her own needs assessment. The 3 needs assessments (Jackson's, Mires's, and the internal report) will all be compared. The Facilities Committee is working towards a final plan/decision by mid-December. They will hold open forums prior to December. Loring stated that separate articles for the land and building will be presented at Town Meeting. 250+/- surveys were returned. Forrest Milkowski is compiling the data. There will be 3 copies of the returned surveys available to the public; 2 at the Library and 1 at the Town Hall. A full copy will be sent to Dennis Mires and possibly to Patience Jackson. The next Facilities Committee meeting will be held on Oct. 5, 2006 at 7 p.m. at the Fire Station.

Book Sale- The Hardcover and Bake Sale will be held on October 14, 2006 at the Kilduff-Wirtanen American Legion on Rte. 130.

The next regular meeting will be held on Tuesday, November 14, 2006 at 7:00 pm. Upon motion by Loring, seconded by Russ, the meeting was adjourned at 8:48 pm.

Respectfully submitted,

Helen J. Ballou