

FINAL MINUTES
Brookline Public Library
Board of Trustees Meeting
February 5, 2008

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

Also present: Myra Emmons (Director)

Meeting opened at 7:02 p.m.

- Reviewed minutes from 1/8/2008
- **Motion by Loring Webster to approve minutes of 1/8/08 with minor corrections, seconded by Rebecca; motion passed (5-0)**
- Loring presented the Treasurer's report:
 - Total in checking & savings is \$47,127.45, reflecting the allocation from the town for January and February
 - Question from Louise regarding a deposit from fines and book sponsors; this was done 1/9, and another deposit will be made in the next couple of weeks
- Myra presented the Director's report:
 - Library is now back to full staff
 - Staff attended NHU-PAC training to learn more about ILL and copy cataloging
 - New link can be added to our website so patrons can search the BPL collection through the state system
 - Myra is looking for suggestions on moving collections around to maximize space
 - Myra highlighted some upcoming programming plans
 - Library elevator inspector didn't come as scheduled; Myra will follow up with Rena
 - Magnetic holdbacks on the 2 stairwell doors are complete & working
 - Myra provided an update on Russ' work on technology, including the capacity for patrons to download audiobooks using library computers
- We have submitted a budget item to upgrade our Charter contract to be in compliance but have not yet done the upgrade; **Rebecca moved that we authorize Charter to go ahead with the upgrade & Loring seconded; motion passed (5-0)**
- Collection Analysis
 - Bob Rochford approached the town's Board of Selectmen to volunteer to do an analysis of our collection usage; he described the work as a readership evaluation to understand what the library is about and if it's an effective community tool

- Bob said he will look at what's being used and how it's being used, but he does not intend to make recommendations
- Rebecca & Loring mentioned that Patience Jackson is a library consultant and has done an evaluation of the library recently and a readership survey of 250 citizens was done by the Facilities Committee last year (at the request of the Board of Selectmen)
- Bob said his study would result in knowing, by book, whether or not it is circulating which caused concerns about privacy and the assumption that it would lead to questions about whether a particular book should stay in the collection – a decision that Lynn asserted was the exclusive role of the Library Director
- Bob said the genesis of his offer resulted from seeing the number of books from the library that are sold at the Friends' annual Book Fair; the Library Board and the Director pointed out that many of those books are donated by patrons, and are weeded out to make room for the new books that are ordered each year
- Several questions and concerns were raised by the Board of Trustees:
 - When Lynn raised questions about the intent of study, Bob stated that the result would be to weed books to take unused books out of circulation and make room for other books and that the Board of Selectmen is likely concerned about whether the existing library space is being fully leveraged, given discussions about a potential new library
 - Rebecca questioned use of staff resources for this project and Myra pointed out that we already do activity reports which track circulation and is used for weeding
 - Lynn said she was not comfortable making a decision before a dialogue with the Board of Selectmen to understand their intentions and said she was comfortable today with Myra's ability to manage the collection and maximize the space; Myra shared her weeding policy and said our philosophy matches the standards for the state
 - Rebecca questioned the need to get into a book by book analysis, Bob said he'd do a macro view first in "buckets" and then we could decide to go further or not
- Ed said he was supportive of providing collection analysis at a summary level as it could help us spend the budget in targeted areas

- Rebecca suggested we defer to Myra to decide if we want to use Bob to develop a summary report
- Lynn suggested Ed contact Linda and the Board of Selectmen to understand their objectives; Ed agreed to do so
- Bob & Myra will work together and after the initial analysis, they will present their finding to the Board of Trustees
- Book fines & renewal policy
 - Myra discussed options for fines – could charge no fines and just put up a “guilt box”; amnesty days; grace period after the due date
 - Myra recommended a no fine policy as she feels fines stop people from using the library
 - We typically collected approximately \$2k per year in fines
 - **Rebecca moved to reduce the video fine to \$.50 and add a \$.50 fine for not rewinding the video; Loring seconded; Rebecca withdrew the motion**
 - Myra would like to reduce renewals to limit number of renewals to 2 or 3; with the caveat that someone can specifically request an extended period
 - **Rebecca moved to modify the renewal policy to limit it to 2 renewals with the ability to request an extended check-out period; Loring seconded**
 - **Ed proposed an amendment to modify Rebecca’s motion to have the renewal policy be limited it to 3 renewals with the ability to request an extended check-out period; Rebecca seconded the amendment; motion to amend passed (4-1); vote on amended policy passed (4-1)**
- Water cooler discussion:
 - Myra researched the purchase of a water cooler; will cost \$30/month for one cooler downstairs; we still have been getting patron complaints; Jodi Tochko recommended changing the filters before ordering a cooler; Rebecca suggested Myra contact Skillings
 - **Rebecca moved that Myra contact Skillings to get their recommendation for testing and upkeep of the current water system; Lynn seconded; motion passed (5-0)**
 - Lynn suggested that the library’s approach to the water fountains be shared with the public to understand the test results
- Loring wanted Myra to work on updating job descriptions
- Rebecca proposed scheduling a work party for things like stabilizing shelves, installing thermostats, installing alarm for YA door, etc.; she will send a list of items and proposed dates to the Board; Rebecca will also contact Rena to see if there are things the town would take care of rather than having volunteers do it
- Lynn will meet with Ed to transfer secretary documents

- Next meeting will be Tuesday, March 4th
- To Discuss:
 - Employee reviews
 - Fines
 - Improvement initiatives/goals for the year
- **Loring moved to close the meeting; Rebecca seconded; motion passed (5-0)**

Next Meeting will be on 3/4/08

Meeting adjourned at 9:25 p.m.

Minutes submitted by Lynn Hersey