Minutes of the Board of Library Trustees – January 3, 2017– 7:45PM

Brookline, NH

Present: Ed Cook Karen Jew David Partridge

 Sara Rockwell Steve Russo Myra Emmons, Director

PUBLIC SESSION:

**Old Business:**

Minutes:

**David motioned to accept the minutes of December 6th, 2016; Ed seconded. Voted unanimously.**

Treasurer’s Report:
- David will be revising our year-end budget totals after the final payroll has been recorded; it looks like we will have some funds left over. **Ed motioned to return any unused 2016 health insurance budget line money to the town; David seconded. Passed unanimously.**

(Report attached.)

David will print out the Audit Questionnaire and bring it to the February Board meeting for signing.

# Director's Report:

See attached.

**New Business:**

Ed announced that the our proposed 2017 budget will be reviewed at the town budget hearings on January 17th or 18th; Board members should try to attend.

Myra is working on revising the RFP Purchasing Policy and Collection Development Policy;she will bring copies to the February meeting.

David will check on what percentage Library employees have been contributing to their health insurance coverage and propose what the 2017 percentage should be at our next meeting. (The Selectboard is raising the town employees' contribution from 15% to 20% this year but voted to give employees 5% back as a gift.) It was suggested that the Library should keep the 2017 employee contribution at 15% and increase it to 20% next year.

Myra will check on getting a Library credit card.

The Shutt family, who own the strip of land between the old and rented parking lots, are agreeable to the Library replacing the plantings there. Myra will investigate whether or not we should try to replace the fast-growing shrubs there.

We will plan to watch the recording of the NHLATA program, *Planning a Warrant Article: Community Asset Building* at the February meeting. Myra mentioned that Board members may want to look at the NHLTA.com website for other programs available (under "Conferences & Workshops" - "Resources").

Karen distributed the Welcome brochure draft; everyone thought it looked great; a few suggestions were made which she will incorporate. Karen will work with Myra to get the revised brochure printed and then Myra will work on distributing them. Myra will ask the Friends if they will fund this project.

(Sara left at 9:15.)

The Board reviewed the draft of the Annual Report to the town; Steve will make the suggested revisions and send it to Tad.

**David made a motion to adjourn the meeting at 9:25; Karen seconded. Voted unanimously.**

The next meeting will be held on February 7th, 2017 at 7:30PM.

Submitted,

Steve Russo