Approved Minutes of the Board of Library Trustees – February 13, 2017– 7:35PM

Brookline, NH

Present: Ed Cook Karen Jew David Partridge

 Sara Rockwell (to 9PM) Steve Russo Myra Emmons, Director

PUBLIC SESSION:

**Old Business:**

Minutes:

**David motioned to accept the minutes of January 3rd, 2017; Ed seconded. Voted unanimously.**

Treasurer’s Report:
- Budget spending is on target. We gave back to the Town $ 7,000+ that was unspent from our 2015 Town allocation.

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

**- 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.**

# Director's Report:

See attached.

- The Library will be closed Thursday April 6th so that the staff can receive Atriuum training in the morning and tech update training in the afternoon.

**- Myra would like the water tested. She will check out the self-test kits that Nelson Analytical Lab of Manchester (http://www.nelsonanalytical.com/ ) has available.**

**- Myra is working on revising various Library policies. She wants to wait on revising the Employee Handbook until she finds out how the harassment policy/procedure should be changed.**

**- Myra will check on getting a Library credit card.**

**- Myra will be withdrawing the Music CDs from the Library's collections; the public doesn't seem to use them.**

New Business:

**Ed will send a copy of the revised "Welcome to the Library" brochure to Karen and Myra. Myra will get estimates for printing it.**

At 8:25 we watched a DVD of the NHLTA program, *Planning a Warrant Article: Community Asset Building*. It outlined how library trustees and staff can build up support among the townspeople to get them to vote for a library warrant article. **Myra suggested that Board members may want to look at the NHLTA.com website for other programs available (see: http://www.nhlta.com/resources.asp).**

(Sara left at 9PM.)

The Board adjourned after the conclusion of the DVD at 9:45.

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

Submitted,

Steve Russo