Approved Minutes of the Board of Library Trustees –November 1st, 2016 – 7:40PM

Brookline, NH

Present: Ed Cook Karen Jew David Partridge

 Sara Rockwell Steve Russo Myra Emmons, Director

PUBLIC SESSION:

**Old Business:**

Minutes:

**Ed motioned to accept the minutes of October 11th, 2015; David seconded. Karen, David, Sara, and Steve voted to accept the minutes; Ed abstained**

Treasurer’s Report:
- Most of the budget lines are on track for this time of year. Equipment and Equipment Maintenance are overspent. (Report attached.)

# Director's Report:

- Myra submitted the Director’s Report (see attached).

- Myra announced that Julie had completed her Level 3 Paralibrarian Certification. Board members are very pleased with Julie's efforts.

- Staff did not think it was necessary to open Saturdays in summer, so we will not be changing policy in that regard.

**New Business:**

Myra announced the holidays for 2017:

 January 2nd - Observation of New Year's Day

 February 20th - President's Day

 May 29th - Memorial Day

 July 44th - Independence Day

 September 4th - Labor Day

 October 9th - Indigenous People's Day

 November 11th - Veteran's Day

 November 24th and 25th - Thanksgiving and the following Friday

 Christmas - December 25th

**The Board voted to approve a new Overdue Notice Fee Policy:**

**"The Brookline Public Library does not charge fines for overdue materials, and makes every effort to renew items if possible, or to notify patrons when borrowed materials are overdue and cannot be renewed. Patrons are contacted whenever possible by email or by telephone.**

**If the Library receives no response and materials are not returned after two notifications have been made, the Library will mail a "Final Notice". To help defray the cost incurred in the process of mailing final notices, a fee of $ 1.00 will be charged to the patron's account for each final notice mailed." David motioned to approve; Sarah seconded; the vote was unanimous. The new policy will take effect January 1st.**

Myra will be recommending some changes to the Employee Handbook and the Library Policy Manual; she will send out copies of the proposed revisions to the Board via email.

**David made a motion to adjourn the meeting at 8:40; Ed seconded. Voted unanimously.**

The next meeting will be held on December 6th at 7:30PM.

Submitted,

Steve Russo