Approved Minutes of the Board of Library Trustees – December 6, 2016 – 7:35PM Brookline, NH

David Partridge Present: Ed Cook Karen Jew

> Sara Rockwell Steve Russo Pat Leonard, Asst. Director

Absent: Myra Emmons, Director

PUBLIC SESSION:

Old Business:

Minutes:

David motioned to accept the minutes of November 1st, 2016; Sara seconded. Voted unanimously.

Treasurer's Report:

- Our budget is on target; with 8% of the year left, we have 8.1% left in the budget. (Report attached.)

Director's Report:

Pat distributed the circulation statistics; November statistics are significantly up over the past two vears' use.

Pat presented the Director's Report orally. The carpets will be cleaned on Friday. The new custodian is working well. The Harry Potter program and other programs all had good attendance. Several programs for children are planned for the December school vacation.

New Business:

- Pat distributed Myra's multiyear plan for revising all the Library policy manuals. The Board will look at the RFPs/Purchasing Surplus Materials Policy and the Collection Development and Maintenance Plan at the January meeting; Pat or Myra will send copies to the Board members for review.
- The Town voted to give its employees a 2.5% pay raise; the Library will also be doing this for its employees.
- The Selectboard had voted to raise the employees' contribution to their health insurance plan from 15% to 20% starting 1/1/17; but at its recent meeting, the Selectboard voted to give town employees that 5% back as a gift this year. After discussion, the Library Board asked David to see what percentage Library employees have been contributing to their health insurance coverage and propose what we should do at our next meeting. It was suggested that the Library should keep this year's employee contribution at 15% and increase it to 20% next year.

There is a problem with the shrubs that divide the two sections of our parking lot - they grow very quickly and need extensive pruning each year. It was proposed that the shrubs be replaced by slowing-growing plants. Pat will check to see who actually owns that strip of land, the Library or the owner of the back parking lot (which the Library rents).

We discussed planning for a new building. Steve suggested the Board view the videos of the two NHLA conference programs that Myra recommended we watch a while ago: Planning a Warrant Article: Community Asset Building and Campaigning for Your Warrant Article: Or, How to Run Against Your Own Library and Win. Steve will ask Myra to get them to show at our upcoming meetings.

Karen will work on a welcome brochure to mail out to new residents.

Steve will work on a draft of the Annual Report to the Town.

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

The next meeting will be held on January 3rd, 2017 at 7:30PM.

Submitted,

Steve Russo