Draft Minutes of the Board of Library Trustees—May 6, 2015—7:04 PM

Present: Ed Cook, David Partridge, Eileen Labak, Steve Russo, Sara Rockwell,
 Myra Emmons, Director

Also present: Helen Ballou

**Minutes:**April minutes: Dave pointed out an error in this month’s meeting time. The minutes were amended to reflect the start time of this meeting at 7 p.m. **Ed motioned to approve the minutes as amended. Dave seconded. Motion passed in the affirmative unanimously.**

**Treasurer’s Report:**

-See attached report.
- Dave will move the Internet cost from education to the communications line.
- Earthlink balance is high, reflecting duplicate payments in the software. Dave will amend.
- There was discussion of the Automation line item, which reflects the subscription fee to Atrium.
- Dave has not heard back from the Auditors.

**Director’s Report:**

-See attached report.
- Town slip and fall training. Our staff showed up; however the trainer did not due to a miscommunication. The training was rescheduled for September
- Julie attended a Library Management Workshop. Myra will be attending NHLTA on May 18.
- On May 20, a new dedicated circuit will be set up to spread out the overload we have on the one circuit. This cost will be a town facilities charge; Myra notified the town ahead of time.
- Coyote program was well attended. In the future, the library will have attendees sign in. Kevin Gardner will present on stone walls in May.
- The NHLTA sent its “Planning a Warrant Article” dvd. We will all try to view it. The slides are available on the web site.
- There was a discussion of the databases we subscribe to and how much the patrons use each one. Myra will keep an eye on usage for consideration next year.
- Eileen will start the third week of June following Aimee’s maternity leave. She will cover Tuesdays and Thursdays; Myra will get another sub to cover Wednesdays.

**Public input:**

- No public input.

**Schedule our Fall Open House**

-Possibly Saturday, September 12 if we are doing this on our own.
-Steve will talk to the Taste of Brookline committee to see whether we can work with them and coordinate a library open house on the same day.
- October 17 is also a possibility.

**Collection Development Plan**

- Myra will be phasing out the Playaways. She is trying to collect more mp3 format books, which take up less space and are less expensive.
- Sara asked about borrowing streaming video. Myra will look into the cost. We recently got access to magazines through downloadables.
- We have weeded out the large print books. We receive very few requests that can be served through interlibrary loan. E-readers also offer large print through manipulation of the software.
- Juvenile Spanish collection has not been added to. We won’t weed it, but it’s not being added to.
- Myra will make the changes and finalize the document.

**Disaster Recovery Plan**

- We need an emergency plan separate from the disaster recovery plan. There was discussion of creating a prioritized list of which services should be back online first. Reach out to surrounding towns to provide access to patrons. Utilize Atrium to replace highest circulating items first.
- Myra will check on our insurance for the collection to make sure we have enough coverage should there be a fire, etc.
- Myra is attending a wet materials recovery program in September.
- We are in a flood zone. There was discussion of storing materials off the bottom shelf.

**Paralibrarian Certification**

- There was discussion of paralibrarian certification and recognition.

**Ed motioned that we adopt a policy to give $.025/hour increase to any employee who obtains Level II or greater certification, per level starting at Level II. Steve seconded. Motion passed unanimously in the affirmative.**

**Non-public**

**Ed motioned to go into non-public under RSA Section 91-A:3, II(a) at 8:40 p.m. Dave seconded. Motion passed unanimously in the affirmative.**

The board left non-public at 8:50 p.m.

**Dave moved to approve the director’s proposed exchange of roles and corresponding pay increase of $0.25 per hour for Keith Thompson. Eileen seconded. Motion passed unanimously in the affirmative.**

Our next meeting is June 2 at 7:00 pm.

**Adjournment:**

**Ed moved to adjourn at 9:00 pm; Dave seconded. Motion passed unanimously in the affirmative.**