Library Board of Trustees - Brookline Public Library

**Approved Minutes of the Tuesday June 7, 2016 Meeting**

Brookline Public Library 7:42 PM

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

Absent: Karen Jew

Public Present: Helen Ballou

Old Business

Review of minutes

**Ed motioned to approve the minutes of the May meeting; David seconded; approved unanimously.**

Treasurer’s report (see attached report)

David corrected errors from the previous month’s printout. Overall, budget expenditures are on target; 44.1% has been spent as of the end of May.

Director’s report (see attached report)

The Library will be participating in the Andres Grand Opening at the Big Bear Lodge on July 9th.

New business/unaddressed issues

Public input:

Helen Ballou donated copies of the printouts that she picked up at the recent NHMA and NHLTA meetings. She recommended that the Library’s sealed minutes be relocated from the Town Hall to the Library and that they be kept in a secure box or safe.

The Library’s Float in 4th of July parade:

Myra and Karen are working on the float; Ed and David will help with it also.

Planning for September open house:

The theme will be based on *The Grapes of Wrath*. Tentative date: Saturday, September 10th. There will be a planning session for the Library Open House in August.

Policy and manual review schedule:

Myra recommended dividing the Policy Manual into a policy manual, public library operations manual, and an employee handbook. She also recommended reviewing the Collection Development and Maintenance Plan and instituting a surplus materials policy.

Schedule of topics at upcoming Board meetings:

September - 2017 Budget

October – Director’s review; start review of policy manuals

November – Continue review of policy manuals

December – Finalize 2016 and 2017 budgets; year-end reports

**Next Meeting: Special Meeting to plan the September Library Open House - Tuesday August 16th at 7:30PM (tentative date).**

**At 8:45 David moved to adjourn; Ed seconded; voted unanimously.**

**Submitted by: Steve Russo, Secretary.**