Draft Minutes of the Board of Library Trustees—October 7, 2014—7:20 PM

Present: Ed Cook Louise Price Steve Russo David Partridge Eileen Labak  
 Myra Emmons, Director

Also Present: Helen Ballou

Steve made a motion to appoint Louise chair pro temp; David seconded. Motion passed in the affirmative. Louise opened the meeting at 7:20 pm. Ed arrived shortly thereafter to serve as chair.

**Minutes:  
Upon motion by David, seconded by Steve, it was moved to accept the minutes of the September 2nd meeting as written. Motion passed in the affirmative unanimously.**

**Treasurer’s Report:**

-See attached report.  
-We are at 78% of our budget with 75% of our year gone. Noteworthy items include net income for September, which looks a little low; the deposit was not made until October. We are at over 100% on our professional dues and fees. Pending Friends donations will go to the Summer Program budget line. Media line is at 91%, should balance out with pending Friends and Sponsors donations.  
-We received a $333.34 check back from the NH Retirement System. NHRS bill will go down slightly next year; however, our rate will jump from 10.4% to 11.1%.

**Director’s Report:**

-See attached report.  
-There was discussion about the Vertical File and making patrons aware of its existence. Perhaps we could add a link on the web site in the vein of “did you know…” If we could index the Vertical File, plan to save the historical information for a special NH/Regional site in a new library.  
-Ebsco service for online magazines would be in addition to our current paper subscriptions.  
-Library will do a “15 books in 15 minutes” talk for Rotary in the next two months.

**Updates:**

**-**Direct Deposit: there are advantages to paying semi-monthly vs. bi-weekly. Semi-monthly would save us two payroll runs (approx. $33). The only drawback is that the payday will not be consistent (day of the week). Staff is agreeable to this. They all want direct deposit and do not mind if the pay date changes. NH requires that we also offer paper checks. Myra does not believe anyone would choose paper.   
- Budget hearings have been rescheduled by the town. Anyone whose budget comes in flat or lower than last year does not need to attend.

-Eileen requested permission to donate our out of use computers to CSDA and/or local Brookline Girl Scout troop prior to our November meeting. They do need to be wiped prior to donation. Dave has volunteered to wipe them of data. CSDA and the troop would use them for a take apart workshop.  
-There was discussion of David purchasing a new computer for upstairs, as well as a new chromebox. We will also purchase two new monitors and save the best of the old ones for spares. We budgeted to make the purchase this year. Myra will also buy a new printer for upstairs. Additionally, we need to replace the print server downstairs. Sequoia said the server we have is dead. They quoted us $500 for a new print server. Myra looked online and saw ones ranging from $20 to several hundred. Dave will follow up with Sequoia regarding the specifics of this.

**Upon motion by Dave, Louise seconded, we moved to donate the four obsolete computers in the annex to CSDA or a local Girl Scout Troop for a take apart day. Motion passed in the affirmative unanimously.**

**Dave motioned that we buy two computers with monitors, as well as one chrome box and one UPS, as budgeted. Eileen seconded. Motion passed in the affirmative unanimously.**

-Steve received information from the Health Trust. There is a meeting in two days at which they will discuss changes in health care coverages. Changes will be implemented on October 22, 2014. Annual meeting is December 10, 2014.

**Budget:**

-There was discussion of the proposed budget.  
-A proposed budget must be delivered to the Select Board tomorrow, 10/8. We will consider a budget meeting later in October.

**Ed motioned that Myra submit the fulltime assistant director, expanded 6 hours of service budget as discussed. Steve seconded. Motion passed unanimously.**

**Adjournment:**

Our next meeting will be Wednesday, November 5 at 7 p.m.

**Eileen motioned we adjourn at 9:45 p.m.. Dave seconded. Motion passed unanimously.**