

should not touch the building. Ann, Myra and the board went outside to see the present landscaping. Later, it was decided to authorize Ann to work with Jerry and remove the larger shrubs, except for the two conical shrubs in front of the library, and continue with the drip edge installation. Myra and the board thanked Ann for her efforts.

New Sign- Louise stated that there should be a new sign for the library hours at the front of the building. Further discussion tabled until a later meeting.

Mileage Rate- John stated that the most recent change to the mileage rate is 55.2 cents per mile. **Upon motion by John, seconded by Steve, it was moved to adopt the IRS standard mileage rate increases or decreases from this point on. Motion passed unanimously.** Myra will add a note indicating the change in the staff handbook.

Technology Plan/Operating Systems- There was a continuation of the discussion about the library's technology plan. Myra has the contact information and fees for the IT person that Hillstown uses for technology issues. Myra distributed a report with information for several operating systems. Myra will investigate her top three choices for operating systems and send the information to the board before the September 6th meeting. The board will discuss it with Russ and tentatively make a decision at the September meeting so that it can be included in the 2012 library budget.

NH State Library Budget-Helen stated that the NH State Library's operating budget was reduced by \$250,000.00 and the amount of ILL drivers were subsequently reduced which will impact ILL services at NH libraries. Myra stated that the BPL will be indirectly affected because it will take longer to receive the requested books.

On-line Staff Survey- Myra reported that some staff members did not want to do the on-line survey but the majority of them liked having it. There was a concern from the staff about the convenience of filling out the survey. Helen offered to type up the questions and send them to Myra. The staff could come up with their answers then input them into the on-line survey when they were ready. There was a discussion about changing the questions and whether to have one or two staff surveys per year. Myra suggested that a mid-year staff survey be conducted but the information comes directly to her so that she can deal with any issues that arise. Ed suggested that Myra create the survey questions but have the board review them before posting them. Ed stated there was no reason for the board to see the answers to the survey unless Myra needed assistance from the trustees on any issues. Helen disagreed. Helen stated that the proposed questions were getting away from the original reason for the survey. Myra offered to send the board a synopsis of the survey answers. Helen was in favor of the board being able to independently log into the actual survey. Myra will send the survey results to the board and the password to the survey. Ed was concerned that the staff would use the survey to address issues anonymously instead of approaching Myra for resolution of issues. John wanted to ensure that the staff had sufficient means to address issues. Myra stated she would structure the survey similar to the staff evaluations that she is reworking which are based on the job descriptions. Ed was concerned about the separation between the staff and the trustees and the possibility of trustees intervening in staff issues. Helen stated that there should not be any interventions by the trustees; the survey would give the board valuable information. Ed, John, Steve and Louise were in favor of one mid-year staff survey. Helen was in favor of two staff surveys per year. Myra will create an anonymous staff survey by August, send the questions to the board for review, and inform the staff of the survey.

Alternate Trustees- Reasons for having alternate trustees was reviewed. Helen stated that alternates would be familiarized with the role and responsibilities of library trustees before they run for a seat on the board; it was helpful to have a replacement if there were board members who were not able to attend a meeting; the BPL board had alternate trustees in the past; the NHLTA recommends alternate board members. Helen stated that the two individuals whom she suggested to the library board during a previous non-public session are still interested in becoming alternate trustees. Ed was in favor of having alternates if they are committed to attending every meeting, Helen was in favor of alternates,

and the remainder of the board was not. It was stated that the board would be willing to reconsider having alternate trustees in the future.

Policy Manual- Helen stated that the policy manual and the employee handbook should be reviewed every year and the staff should sign off on any new policies or amendments.

September 6 Meeting Agenda- The September 6th meeting will include discussion of the 2012 budget, a new library website and a non-public session to discuss renewal of the director's contract.

Upon motion by Helen, seconded by John, it was moved to enter into non-public session in accordance with RSA 91-A:3 [II] (a) and RSA 91-A:3 [II] (c). Roll call vote- all yes.

Non-public Session-

Upon motion by Helen, seconded by Ed, it was moved to adjourn the non-public session. Motion passed unanimously.

Public Session-

Upon motion by Helen, seconded by Ed, it was moved to seal the minutes of the non-public session of June 28, 2011. Motion passed unanimously.

Upon motion by John, seconded by Helen, the meeting was adjourned at 9:08 pm. The next regular meeting will be held on September 6, 2011.

Respectfully submitted,

Helen Ballou