

publicity portion. Betsy is available to help Dory with updating the current website until the new library website is on-line. Several scenarios were discussed and it was decided to change the Outreach Coordinator and Clerk job descriptions instead of eliminating a position. It was noted that jobs should fit the needs of the library and should not be designed for individuals. The Clerk I position would require six hours during the week and two Saturdays per month. Myra will get a formal letter of resignation from Deb.

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

Upon motion by Betsy, seconded by Helen, it was moved to seal the minutes of the non-public session of May 17, 2010. Motion passed unanimously. (Minutes unsealed June 1, 2010)

Public Session-

Myra received a notice of resignation from Debra Reilly. Her last day is May 28, 2010. **Upon motion by Betsy, seconded by Louise, it was moved to accept Deb's resignation. Motion passed unanimously.** The board thanked Deb for her hard work and wished her well in the future.

Upon motion by Betsy, seconded by Helen, it was moved to change the Outreach Coordinator position to 30 hours per week at a rate of \$13.00 per hour and add ILL responsibilities to the job description, and change the Clerk I position to 8 hours per week, at a rate of \$12.00 per hour. Motion passed unanimously. Myra will revise the Outreach Coordinator and Clerk I job descriptions and update the Assistant Director job description to include website maintenance and volunteer supervision. **Upon motion by Betsy, seconded by Helen, it was moved to authorize Myra to post the Outreach Coordinator and Clerk I positions in-house for a period of one week, and externally post the positions for a period of thirty days or until the positions are filled. Motion passed unanimously.** Louise suggested that Myra include the Brookliner as one source to post the position. Myra will manage the schedule as needed until formal offers are made. The board thanked Myra for her proposals.

Upon motion by Betsy, seconded by Helen, the meeting was adjourned at 8:28 pm. The next regular meeting will be held on Tuesday, June 1, 2010 at 7 pm.

Respectfully submitted,

Helen Ballou