

Minutes of Special Meeting August 13, 2008

Collection Development Plan- The completed portion of Myra's Collection Development and Maintenance Plan (to page 9) was reviewed. Myra will finish it as soon as possible; budgetary items for the next meeting taking precedence over the plan. A decision about paperbacks and the music cd collection will be made at the end of the review process.

John restated that while a strategic plan needs to be discussed in the future, a development and maintenance plan that is proposed by the director and approved by the trustees is what needs to be focused on immediately. Myra will include suggestions made during the meeting and also criteria for weeding the collection. She will email the completed plan to the trustees.

Bird Case: Myra has tentatively found a location on the first floor of the library for the bird case. Discussion was tabled for a later date.

Job Descriptions: **Upon motion by John, seconded by Betsy, it was moved to accept the job descriptions dated 6/25/08 and add the documents to the employee handbook. Motion passed unanimously.**

Key List: Helen requested that Myra email an updated copy of the key list to her.

Steeple: The steeple is coming along well and it looks great! The expenses were deducted from the Town's facility budget line item for the library. Betsy will get a facilities update from Rena for the next meeting.

New Business

Automation: Russ spoke with Betsy concerning the automation budget and upgrades for the library. He plans to upgrade file-print servers, replace some monitors, and make upgrades to Athena maintenance and the all-in-one machine. Russ requested that the library recruit a tech support person that he could train to take over sometime next year. The board agreed that it is very important for the library to be a part of the town's IT support plan. Betsy will inquire about coordinating with Town Hall for the position.

Off-site Storage: There was a discussion about implementing off-site storage for portions of the collection. It was suggested that the process could be handled similar to the inter-library loan system. The annex will be used for the intra-library loans; requests would come in, staff members would pull the books from the annex, and the books could be picked up at the library by the patrons in one or two days. Myra will weed books into two categories: off-site storage and discards. Details, policies, and implementation will be discussed at a future board meeting.

Anniversary Dates: Betsy inquired about the procedure for step increases for library employees. Two staff members will be reaching their anniversary hire dates in [August]; they will automatically go up one step. More than one step increase would require a discussion and decision during non-public meeting.

Book Purchasing: It was agreed that staff and trustees can purchase books through the library at library costs. Any shipping charges [and preprocessing charges] will need to be covered by the staff/trustees.

Library Budget Meeting: The library budget will be discussed at the September trustees meeting.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 8:27 pm.

The next meeting will be held on Tuesday, September 2, 2008 at 7 pm.

Respectfully submitted,
Helen J. Ballou