

Minutes of Meeting September 16, 2008

New Business

Budget Meeting: There was a discussion of the library's 2009 budget. Betsy distributed copies of the budget template which included each line item, expenditures for 2007 and 2008, and appropriations for 2008. Shay relayed a request from Myra for 8 extra staff hours. The board will consider it but not include it in the first pass of the budget. Russ had met with Myra and Betsy to discuss the automation needs. His recommendations were included in the budget. Louise will ask Rena how the Town handles continuing education. Betsy requested using a payroll service. This will bring the library in line with the rest of the town departments and allows the library employees to be paid bi-weekly instead of monthly. A proposed budget for 2009 was set at \$201,779 which includes a 3.9% cost of living adjustment for salaries. It will be submitted to the trustees and the Selectmen's office by Betsy before September 29. Ed excused himself for the remainder of the meeting and appointed John the chairman pro tem.

Maintenance and Improvements: John recommended that \$1000 be proposed for the 2009 facilities budget for maintenance and improvements which will cover recurring expenses. Louise asked that Myra review the building and maintenance schedule. Shay will ask Myra if the furnace cleanings have been scheduled. Possible projects for completion in 2008 include varnishing the floors, painting the flagpole, completing the installation of the magnets on the doors, and washing the windows.

2009 Holiday Schedule: Betsy requested that the board set the 2009 holiday schedule. It will be tabled until the October meeting.

Library Security: Betsy raised concerns about the number of staff at the library when it is open. Two people should be in the building at all times and the doors should not be unlocked until the second person arrives. Betsy stated that there are enough hours available for three people to be at the library at all times. The schedule would need to be adjusted and/or volunteers could be utilized. **Upon motion by Betsy, seconded by Helen, it was moved to amend the library policy handbook to include the following: "There must be two staff members, whether paid or volunteer in the library at any time that the library is open to the public to ensure the safety of both the patrons and the staff." Motion passed unanimously.**

October Meeting: It was requested that a list of topics be compiled for the October meeting:

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| -biweekly paychecks | -performance review forms |
| -tuition reimbursement | -2009 holiday schedule |
| -programs report | -new policies |
| -key list | -maintenance and improvements |
| -closed session of 9/18/08 | -increasing staff hours by 8 hours |
| -expenditures | |

Upon motion by Helen, seconded by Louise, the meeting was adjourned at 10:05 pm.

The next regular meeting will be held on Tuesday, October 7, 2008 at 7 pm.

Respectfully submitted,

Helen J. Ballou