

requested that the policy be removed. Her concern was that there is not always a staff member upstairs in the Children's Room to monitor computer use. After discussion, the board decided to keep the policy and requested that Myra work with the staff to begin enforcing the policy by the next Trustee meeting. Myra agreed to inform the staff and place signs on the upstairs computers informing parents and minors about the policy. Russ will be consulted for ideas to restrict computer access, including restoring the timed-out option on the two upstairs computers. Helen expressed concern over unattended/unsupervised children in the Children's Dept. There will be a discussion about unsupervised children at a future meeting. **Upon motion by Helen, seconded by Betsy, it was moved to accept the changes to the BPL Policy Manual as amended. Motion passed unanimously.**

2010 Budget Hearing- Betsy will contact Rena about scheduling the library for the 2010 budget hearing, tentatively for Tuesday, January 26.

Trustee Duty Summaries- Helen will create a binder that contains the officers' duty summaries and copies of handouts from trustee workshops. Ed will send Helen the duty summary for Chairman.

BPL Employee Handbook- Tabled until the February meeting.

New Business

Closed Session- Helen requested a closed session to review and unseal minutes that should be unsealed. A closed session will be held in March. Helen created an inventory listing the dates of the sealed minutes and other sealed documents.

2010 Holiday Schedule- **Upon motion by Betsy, seconded by Helen, it was moved to amend the 2010 holiday schedule to reflect the 10 paid holidays listed in the BPL Employee Handbook as follows: Dec. 25, 2010 will be a closed, unpaid holiday. Motion passed unanimously.** Myra will ask the staff to use their summer Saturday hours by the end of August every year. The hours can be used for staff meetings.

Payroll Service- Betsy has been running parallel payroll reports to ensure that the payroll service reports are accurate. There have been on-going problems with the correct information getting to the service and with the accuracy of the service. **Upon motion by Ed, seconded by Betsy, it was moved to allow Betsy to cancel the affiliation with the payroll service and to have trustees handle payroll until a new payroll service is contracted. Motion passed unanimously.** Louise offered to assist Betsy with double checking the payroll information by matching the timecards to the schedule. It was agreed that simplifying the payroll/timecard system will be a future agenda item.

2010 Performance Reviews- Myra reported that staff performance reviews should be completed by the end of January. Myra will have the director's performance review form available on the library's shared drive and on the laptop and direct the staff to fill out anonymous reviews of Myra. Helen will email the board with the Director's 2009 review and the blank performance review form. A closed session will be held in February for Myra's review.

Survey Results- Ed shared the results of a survey conducted by the Board of Selectmen.

Elections- Ed and John are both running for re-election.

Town Meeting will be held on March 10, 2010.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 10:17 pm. The next regular meeting will be held on Tuesday, February 2, 2010 at 7 pm.

Respectfully submitted,

Helen Ballou