



Volunteers- Myra did not have the description of volunteers' duties prepared. She will bring it to the next meeting.

Contact List- Myra will email the updated contact list to the board.

Personnel Files- There are no personnel records for past library employees filed at Town Hall. Ed contacted some past trustees who have no information pertaining to the missing records. It was suggested that as part of the library's disaster plan, new employee records should be scanned every year and stored at Town Hall with other library documents.

Friends Paperback Book and Bake Sale: The Friends raised over \$1300 at their October paperback book sale. Thank you to everyone who volunteered!

### **New Business**

Clerk Scheduling: The schedule is tight but any issues with it have been settled so far. Betsy asked Myra to call the trustees if she needs any extra help. It was agreed that a volunteer night should be held soon to promote new volunteers.

2010 Holiday Schedule: The 2010 holiday schedule was set as follows:

January 1- New Year's Day	October 11- Columbus Day
February 15- President's Day	November 11- Veteran's Day
May 31- Memorial Day	November 25 & 26- Thanksgiving
July 5- Independence Day (observed)	[December 24- Christmas (observed)]
September 6- Labor Day	December 25- Christmas Day

Betsy recommended that the library close early on Christmas Eve in accordance with other town offices. It was agreed that this year, the library will close at 2 pm on Christmas Eve and at 5 pm on New Year's Eve. **Upon motion by Helen, seconded by John, it was moved to accept the 2010 holiday schedule. Motion passed unanimously.**

Annual Library Report: Helen will submit a draft of the annual library report for the [2009] town report at the next meeting.

Blood Drive: A blood drive sponsored by the Brookline Women's Club and Brookline Ambulance Service will be held on November 23. Myra inquired about the staff leaving to donate blood. Legally, staff members should sign out when they leave the library during their shift and sign in after they return. At least two staff members need to be present at all times when the library is open.

LGC Training Sessions: Betsy reported that the LGC travels to locations and presents free workshops which would be available to library staff, trustees, and family members. Betsy will email the LGC workshop catalog to Myra and the board.

BPL Policy Manual: The BPL policy manual was reviewed and updated to section 7. Ed will double check past versions and minutes to ensure that all updates have been included and email the latest updated policy manual to Myra and the board. Myra will send proposed changes from section 7 onward to the trustees which will be reviewed at the next meeting. **Upon motion by John, seconded by Louise, it was moved to increase the annual non-resident library card fee to \$40.00. Motion passed 4 yes-1 no (Ed).**

**Upon motion by Helen, seconded by Ed, the meeting was adjourned at 9:50 pm.** The next regular meeting will be held on Thursday, December 3, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou