

Panic Buttons- Betsy reported that panic buttons were a recommendation at the risk management workshop that she attended. Myra has been calling security firms for quotes.

New Phone Service- Myra has the log-in for the new phone account and will be able to monitor phone usage. Myra spoke with One Communication about the phone lines and a lineman is coming to the library to check them.

New Phone System- Purchasing a new phone system has been tabled until the lines have been checked.

Physical Inventory- Tabled until a later meeting.

Patron Request: Myra submitted a letter from Ben Sacks requesting the use of the library's historic railroad poster for an exhibit at the Slater Concourse Gallery of the Tufts-Aidekman Arts Center from November 2-December 15, 2009. Myra will photograph the poster and Louise will contact Ron Pelletier for an appraisal. **Upon motion by John, seconded by Helen, it was moved to allow Ben Sacks to borrow the Railroad Poster for the November 2-December 15 exhibit at the Slater Concourse Gallery contingent upon an executed insurance rider.**

Motion passed unanimously. It was decided that the other historic items at the library should be appraised as well to update the town for insurance purposes. Louise will be present for the appraisal and will discuss it with Mr. Pelletier. **Upon motion by Helen, seconded by Betsy, it was moved to allocate the funds to have historically significant items appraised. Motion passed unanimously.**

Volunteers- Myra will submit a description of volunteer's duties at the next meeting. John suggested hosting a volunteer information night at the library in the near future.

Contact List- Myra will add Jodi to the contact list as the contact person for the Friends of the Library.

Operating Systems- Ed is looking into replacements for Athena. It was agreed to continue to use Athena for another year in order to determine which system the NH State Library recommends/chooses.

New Business

Workshop- Betsy attended a risk management workshop in September which was hosted by the NHLTA. (see attached summary)

Local Art- There was a discussion about how to handle purchase inquiries at next year's art show. Contact information could be added to future art show program booklets and business cards could be available at the library.

Personnel Files- Betsy inquired about the location of the personnel files for past employees. Helen is trying to get all of the unsealed minutes in order. None of the personnel files for previous employees could be found. Betsy volunteered to check the library's sealed minutes for any archived records which are kept at Town Hall.

Collection Development Plan- The collection development plan will be reviewed after the employee handbook and policy manual have been updated.

Upon motion by Helen, seconded by Betsy, the meeting was adjourned at 9:10 pm. The next regular meeting will be held on Thursday, November 5, 2009 at 7 pm.

Respectfully submitted,

Helen Ballou