

2012 Budget Proposal- John reported that \$180.00 was added to the library's general building maintenance line item for the contract with Protection One for the fire alarm. Ed signed the agreement with Protection One.

Hillstown Co-op- Myra reported that the Hillstown Co-op has discontinued the video and audio collections. It was decided that each library will keep their current collection. At a future meeting participants will swap the duplicates. Myra reported that the annual dues will be reduced and each library will receive a partial refund for this year.

On-going Book Sale- Myra reported that the shelves that held the Hillstown collection are being utilized for an on-going book sale for the Friends group on a trial basis. Myra stated that the funds are being tracked separately.

Circulation- There was a discussion about the library circulation to date. Ed stated that circulation was very high in 2010 and it is currently on the same pace as 2008 and 2009. It was noted that there have been problems with Athena retaining data.

Code of Ethics- It was determined that the newly adopted NHLTA code of ethics should be included in the BPL policy manual. Helen asked Myra to scan it and add it to the policy manual.

Director's Job Description and Performance Review- Myra will email the director's job description and her proposed revised director's performance review form to the board. Further discussion tabled until the December meeting.

Collection Inventory- Myra reported that Julie is continuing to work on the collection inventory. Ed asked Myra to track the number of staff hours dedicated to the inventory.

2012 Holiday Schedule- The board reviewed the 2012 holiday schedule that Myra had submitted. There was a discussion about which holidays to adopt. Helen will contact Rena about the Town's holiday schedule. Further discussion tabled until the December meeting.

Collection Development Plan- The board reviewed Myra's collection development plan. Myra will update it with the necessary changes and email it to the board.

Town Report Letter- Helen will email a draft of the town report letter to the board and Myra for review.

Issues- Myra reported that there have been two recent incidents concerning patrons. One involved a parent's attempt to access their minor child's account information which is a violation of the State of NH's confidentiality laws. See attached document- A Child's First Library Card: Information Every Adult Should Consider. The other issue concerned inappropriate language used at the library. The staff is working on resolving both issues. Helen reported that she received a complaint from a volunteer with the Brookline Community Church concerning the posting of a flyer advertising the annual Wild Game Supper earlier this year. Myra stated that it was denied because funds went to the church's general fund and did not raise money for a specific purpose. Ed stated that it could be perceived as supporting a specific religion. Helen asked Myra to reconsider her decision in the future as the Community Church supports many local organizations. Myra stated that if it is advertised to support a specific organization or purpose, it should be acceptable. Myra and the majority of the board supported Myra's decision and Helen did not. John recommended that complainants be directed to communicate with the entire board.

Annual Foot Traffic Count- Myra reported that the annual foot traffic count will be conducted next week.

Upon motion by Ed, seconded by John, the meeting was adjourned at 9:15 pm. The next regular meeting will be held on Tuesday, December 6, 2011.

Respectfully submitted,

Helen Ballou