

New Business

Friend's Book and Bake Sale- The Friends of the Brookline Library's annual paperback book and bake sale will be held on Saturday, October 22, 2011 from 9 a.m. until 4 p.m. The \$2.00/bag sale will be held from 2-4 p.m.

Inter-library Loan Vans- Myra reported that the director of the State Library, Michael York, is collecting letters in support of the inter-library loan vans, showing the importance of the service. There is a petition on the circulation desk in support of the ILL vans. Pending State legislation will eliminate the service even though it is not state funded.

Circulation- Ed asked about the circulation numbers. Myra stated that this year's circulation is projected to be approximately 8% less than last year. Circulation is down state-wide. Reasons were discussed including staff turnover/new hires, the way ILLs are counted and problems with Athena.

Food for Fines- **Upon motion by John, seconded by Helen, it was moved to authorize Myra to implement a two week food for fines program around Thanksgiving 2011, designated to the Brookline Food Pantry. Motion passed unanimously.**

2012 Holiday Schedule- Myra will send a proposed holiday schedule to the board for review. Discussion to follow at the November meeting.

2012 Budget Proposal- \$170.00 was added to the library's general building maintenance line item for pest control.

New Library Website- Myra is investigating WordPress as a new content management system for the library's new website which is still in the development stage. Ed had subscribed to the hosting site for two years. Ed will set up WordPress on the hosting site/new website for Dory and Myra to try out. Ed will contact Lynne Abt about her availability to work on it. There will be an update in December and it will be on the agenda in January 2012.

Disaster Plan- Myra reported that she has been working on the library's disaster plan, using dPlan, which is free for non-profit organizations. Myra will review a short list of items with the staff and update the board on her progress in December.

Collection Development Plan- Tabled until the November meeting.

Physical Inventory- The collection inventory is almost finished. The staff will start the physical inventory (furniture, shelves, etc.) after the collection inventory has been completed. Myra will update the board on the progress of the physical inventory in December.

Code of Ethics- There was a discussion about the NHLTA code of ethics and the Town's recommended code of ethics. **Upon motion by Louise, seconded by Helen, it was moved to accept the NHLTA Library Trustee Code of Ethics and adopt it. Motion passed unanimously.** Helen will add it to the trustee's binder.

November 1st Meeting Agenda- The November 1st meeting agenda will include discussion of the collection development plan, 2012 budget proposal, 2012 holiday schedule, review and streamline the director's performance review form and job description, draft letter for the Town report, and an update on the collection inventory.

Upon motion by Helen, seconded by Ed, the meeting was adjourned at 9:03 pm. The next regular meeting will be held on Tuesday, November 1, 2011.

Respectfully submitted,

Helen Ballou