Minutes of the Board of Library Trustees –September 21, 2011 – 7:03 PM
Brookline, NH

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| Present: | Louise Price | John Lindgren | Steve Russo |
| | Helen Ballou | Ed Cook | Myra Emmons, Director |

Automation/Technology Plan- Russ Heinselman presented an overview of how he plans for and manages the library's technology needs. He starts at zero and looks at what is required during the year and plans the budget accordingly. Russ stated that he renews the anti-virus and software licenses annually. Generally, rolling hardware upgrades are made about every three to four years- i.e. one-fourth to one-third of all computers are replaced each year. No upgrades to the Athena server are planned. Backup copies of all computer hard drives are made and archived on a regular basis. Russ suggested that the board actively consider a replacement system for Athena, which is unsupported and no longer updated. Depending on the cost, there are advantages to having it hosted off-site. Ed stated that the board and Myra are already looking into new systems. There was a discussion about turning the wireless network off when the library is closed. The board thanked Russ for his presentation and efforts at the library.

QuickBooks- Russ suggested that the library use QuickConnect which is a feature offered by QuickBooks. It allows two databases to synchronize without actual access to a system. The accountant will be able to remotely access QuickConnect and make updates for the library.

New ILS- There was a discussion about several options for replacing Athena. Myra recommended Book Systems. Myra will ask the Atrium representative if the price can be locked in until April 2012. It was determined that the library has sufficient capabilities to support Book Systems. **Upon motion by Ed, seconded by John, it was moved to put the purchase of Book Systems as a hosted service into the 2012 budget in the Automation line item, for set up and first year support of $3,600.00. Motion passed unanimously.**

Landscaping- Helen reported that she spoke to Jerry and Rena about the landscaping drip edge project. Jerry determined that it would cost approximately $500.00 more to complete the project as unexpected issues arose when the work was done. Helen stated that some funds in the library's 2011 general government buildings budget may be available to cover the cost.

2012 Budget Proposal- The board reviewed the 2012 library budget proposal. $1500 was added to the maintenance line item in the 2012 gen. gov't. bldgs. budget for seal coating the library parking lot. Helen reported that she spoke to Jerry about it and it should be done in 2012. Helen presented one quote and stated that she will call for another quote this week. Myra reported that she is still waiting for an updated quote for insulating the library's attic. She added $3,100 to the maintenance line item, which is the quote that she received last year. It was determined that the amount can be adjusted during future budget hearings. Myra will update the changes in the budget proposal and email it to the board for review. John will forward the completed budget to Rena before September 26.

Director's Contract- Myra and Ed signed Myra's new letter of agreement for her renewed contract. A copy will be placed in Myra's personnel file and with the sealed minutes.

**Upon motion by Helen, seconded by Louise, the meeting was adjourned at 9:30 pm.** The next regular meeting will be held on October 4, 2011 at 7 p.m.

Respectfully submitted,

Helen Ballou