



Building Maintenance- Myra will call Clarence about repairing one of the front doors. A concrete footing will be installed to anchor the new bike rack. It was noted that the footing should not impede snow plows. Helen inquired about the results from the spring water testing. Myra stated that she will call Skillings for the results. Myra will obtain two quotes for insulating the library's attic and look into varnishing a small patch on the wood floor that is worn.

### New Business

Public Input- Ann Somers updated the board on the progress with the drip edge. Ann pointed out that there is a dead limb hanging from one of the maple trees. Helen will contact Jerry about the balance due and any additional work for the landscaping project, a quote on removing the limb, inquire about fixing and sealing the driveway and ask him to email Myra with any pertinent details.

-Betsy asked if the phone system had been replaced. Myra reported that the phone system broke down and she purchased a new phone system for \$350.00. The board will determine how to cover the expense during the budget process.

Early Closure- **Upon motion by Steve, seconded by John, it was moved to authorize Myra to close the library at 1:30 p.m. if necessary, on Saturday, September 24, for Jordan's Walk. Motion passed unanimously.**

2012 Budget Proposal- John and Myra presented a proposed budget that they had worked on together. The board reviewed each line item. Helen requested that \$150.00 be added to the budget to cover pruning the two crabapple trees on the front lawn. Myra will compile a list of the staff's salary requirements for 2012. It was noted that the BOS set the cost of living increase at 1%, subject to change. John will update the budget spreadsheet and email it to the board and Myra. The board will discuss a new operating system with Russ at the upcoming meeting, determine the best way to proceed and include Russ's automation total in the budget proposal. John will send the completed 2012 budget proposal to Rena before September 26.

Technology/Automation Plan- There will be a meeting with Russ on Wednesday, September 21, 2011 to discuss the automation portion of the library's budget and learn about Russ's maintenance plan.

October 4th Meeting Agenda- The October 4<sup>th</sup> meeting agenda will tentatively include discussion of a disaster plan, the collection development plan, an update from Myra on the progress of the physical inventory, the new library website, and the NHLTA's recommended code of conduct.

**Upon motion by Helen, seconded by Ed, it was moved to enter into non-public session in accordance with RSA 91-A:3 II (b). Roll call vote- all yes.**

### Non-public Session-

Myra proposed to expand the Assistant Director's position to include adult outreach programming responsibilities and to hire another clerk. **Upon motion by Helen, seconded by Ed, it was moved to offer Dory Lewis 6 additional hours for adult outreach programming and publicity duties, effective September 7, 2011. Motion passed unanimously.** It was noted that the Adult Outreach Coordinator position will be preserved in the event that it is needed in the future. **Upon motion by Helen, seconded by John, it was moved to authorize Myra to hire Annkatherine Maloney as a library clerk at a rate of \$12.00 per hour for an average of 12 hours per week, continued employment contingent upon a clear background check. Motion passed unanimously.**

**Upon motion by Helen, seconded by Ed, it was moved to adjourn the non-public session. Motion passed unanimously.**

### Public Session-

**Upon motion by Helen, seconded by Ed, it was moved to enter into non-public session in accordance with RSA 91-A:3 II (c). Roll call vote- all yes.**

Director's Contract- John, Ed, Steve and Louise were pleased and satisfied with Myra's job performance and were in favor of renewing her contract. Helen stated that Myra is a very nice person but she cannot support her contract renewal under the present circumstances. **Upon motion by Ed, seconded by Louise, it was moved to renew Myra's contract for an additional two years as library director at her current salary and any additional agreed to increases. Motion passed (4 yes- Helen, no).**

**Upon motion by Helen, seconded by John, it was moved to adjourn the non-public session. Motion passed unanimously.**

Public Session-

**Upon motion by John, seconded by Helen, the meeting was adjourned at 9:45 pm.** The next regular meeting will be held on October 4, 2011.

Respectfully submitted,

Helen Ballou