

CABOT LIBRARY TRUSTEES  
MEETING OF OCTOBER 11, 2007  
MINUTES

PRESENT: Trustees Diana Klingler (president), Ron Lay-Sleeper, Judy Boucher, R.D. Eno; Librarian Connie Koeller

Convened at 7:04

- 1) RD moved, Judy seconded: **to enter executive session to discuss a personnel matter. Passed on voice vote.** Entered Executive Session at 7:05. Exited Executive Session at 7:15.
- 2) Ron moved, Diana seconded: **to approve the minutes of the meeting of September 13 as submitted.** RD moved, Ron seconded: **to amend the motion by striking from paragraph 5 the words Aon October 17". Amendment passed on voice vote. Motion to approve the minutes of the meeting of September 13 as amended passed on voice vote.**
- 3) Librarian's Report. Connie noted the need for a computer upgrade to improve CPU function and address security issues. The Library will receive no Gates Computer Grant this year, as the town's median income now exceeds grant limits. Connie discussed conflicts in Willey Building scheduling; a recent Saturday wedding party created a noise problem during Library hours, but the family had not been told the Library would be open during their set-up. Regarding the shelving, Connie will post notices about the plan, advertise changes of schedule and keep track of her hours on the job during construction.
- 4) Fund-raising. RD moved, Judy seconded: **to send out a targeted mailing of around 245 pieces. Passed on voice vote.** Connie will request copies of the checklist and the grand list from the Town Office.
- 5) E-mail Policy. Connie reminded Trustees that emails exchanged among a quorum of the board are public documents and part of the public record.

Adjourned at 9:02

Next Meeting: November 8

Submitted by R.D. Eno