

CABOT PUBLIC LIBRARY TRUSTEES  
MEETING OF NOVEMBER 8, 2007  
MINUTES

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

Convened at 7:06

1) Ron moved, Judy seconded **to approve the minutes of the meeting of October 11, 2007 as submitted. Passed on voice vote.**

2) Librarian's Report. A) The Cheesebox Auction, a Friends of the Cabot Public Library project, is set for February. B) Connie spent the day with Jim Goorich upgrading computers, downloading updates, installing Flash players and doubling the RAM in the two AGates@ computers. No new hardware is needed. Connie feels the need for a technology plan. C) Paul Council is ready to begin the shelving project after Thanksgiving. D) The Library is co-sponsoring with Jaquith a Raptor presentation in Marshfield by VINS. E) Maintenance issues include cleaning dead bugs out of the covers of the lighting fixtures and installing two new bulbs or ballasts in the reading room, which Jon and RD will attend to, repairing a third-floor window that falls open and checking the thermostat on the Main Street side of the third floor, which does not seem to function. RD will speak to Walt Ackermann about the third-floor problems.

3) Discussion of 2008 draft budget. A) Connie proposes to enroll with Landmark for lease/purchase of audio books on CD at \$37 a title. Cost includes rotation of CDs and replacement of damaged CDs and library packaging. B) Connie proposes to automate catalogue and circulation records through Librarycom.com at a cost of \$400/year out of the Computer, Grants and Donations account. Our current card catalogue is hopelessly out of date, and with Librarycom we can put our entire catalogue on line for easy public access and also track our circulation. C) The summer reading program will cost \$2,000, but the Library will level-fund at \$1,500 and try to make up the difference through donations from the Friends. D) Juvenile book purchases will be level-funded at \$1,650. E) VLCT has warned the Library that Connie's Health Insurance will increase by 12%. With respect to the VLCT's billing to the Town, Connie is not a full-time employee of the Town and is not subject therefor to the Town's personnel policy. She is, however, an employee of the Library and subject to its personnel policy, under which she can be eligible for municipal health insurance, the employer's share to be paid by the Town but out of the Library appropriation. In order to make this clear and official Judy moved and Jon seconded: **to amend the Cabot Public Library Personnel Policy to add Section 7, A.10: Under the Cabot Public Library Personnel Policy, the Library Director/Librarian is eligible for health benefits prorated to the hours of employment. Passed on voice vote.**

4) Discussion of Diana and Judy's fund-raising letter. A special meeting will be called on November 28 to stuff and label envelopes.

5) Connie will decide whether to adjust Library hours or close the Library altogether during shelving construction.

Adjourn 9:45

Submitted by R.D. Eno