

Time Called to Order: 6:32 pm
 Time Adjourned :8:30 pm

Chair(s): A. Weinstein; N. Levin
 Recorder: Joyce Pyenson

Location: Otis Library Conference Room

Members Present: Nancy Levin & Anita Weinstein, Co-Chairs;; Anne Cooper; Diane Dyer; Joel Morris; Joyce Pyenson

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Minutes	Minutes of November 6th were reviewed. Several corrections	After review/edits/corrections, meeting minutes were approved	Anita Weinstein Board
Librarian's Report	<p><u>Items discussed:</u></p> <p>Change of Hours for Holidays</p> <p>Need for a Digital camera</p> <p>Legislative Breakfast @ Berkshire Athenaeum in Pittsfield</p> <p>Continued reorganization of the Library and the space</p> <p>Supplies Request</p> <p>Ventforte Hall</p>	<p>See New Hours Section</p> <p>Discussion about using the camera to take photos at events and the Children's programs to be able to post or hang the photos directly in the Library.</p> <p>Diane Dyer to check prices at Radio Shack and get back to us.</p> <p>March 6th - Director, Kathy Bort to attend. Session begins at 8:00am. This is to inform the Legislators about the basic needs for the local Libraries. Joel Morris to write to Representative Downing.</p> <p>Robin Stillman, weeding books - John Campbell to categorize adult non-fiction section.</p> <p>Request for new Label Maker and Labels. Board motion passed.</p> <p>Signs to be made to advertise that Library has passes for Ventforte Hall</p>	Kathy Bort

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Alarm System	Discussion about contacting Lee Audio and Security about installing the Alarm after the first of the year	N. Levin to contact Rick Gore at Lee Security to go over alarm	N. Levin
Treasurer's Report/ Financial Status	<p>N. Levin read, in R. Austin's absence, the financial report, including the monthly expenditures, checking and saving's balances, CD status and payroll.</p> <p>Brown Oil filled the tanks after depletion.</p> <p>Pancake Breakfast Report</p> <p>Certificate of Deposit at Legacy Bank comes due 1/4/09</p> <p>Certification</p> <p>Tax Exemption Certification</p>	<p>Treasurer's report accepted.</p> <p>We are now signed up with the Berkshire Consortium rate and will be put on regular delivery by Brown Oil. Vendor changed this year and Library had been omitted inadvertently from their delivery schedule. All corrected.</p> <p>Breakfast was a success financially and appreciated by the community.</p> <p>CD To be rolled over into another short term note.</p> <p>State certification again this year and Library received first check (half the benefits) - check in the amount of \$1094.04. Second check to come in June 2009.</p> <p>Certificate arrived showing our Tax Exempt status and the renewal which will now expire on 1/04/19. Our old certificate expires 1/04/09.</p>	<p>R. Austin</p> <p>N. Levin</p>
New Hours	Library Director suggested changing Holiday schedule for Christmas & New Year's weeks	Motion was made and passed to be open Monday and Tuesday 12/22 and 12/23 from 12-5 and closed Dec. 24 th -26 th . In addition, closed New Year's Day but open January 2, 2009	Board

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Council on the Aging	Approached to have the Seniors citizens pick up their Brown Bag lunches for the Council on Aging program, since the Town Hall is not available in the winter months this year.	Larry Gould had called N. Levin and Levin brought the issue to the Board. However even though the Library is willing to do this, the Council had made arrangements with the Fire Department to use their facilities instead.	Nancy Levin
Deed & Trustee Insurance	Discussion of the Deed Discussion about Liability Insurance for the Trustees.	Discussion followed about the conduit between the Church and the Library for the water supply. Joel Morris to speak with Chip Crandall about this matter. Property donated to the Library by the Church with certain provisions and stipulations. Current insurance policy covers all the Trustees under the policy's Liability section. Joel Morris spoke with Paul Viale who handles the policy.	Joel Morris
Special Town Meeting Petition	Discussion about handing in the petitions and making copies	Need to gather up all the petition signatures to be handed in for Special Town Meeting.	Entire Board
Executive Session	Personnel	Motion and unanimous vote to have a special meeting with Clayton Chaffee and the entire Board. Two dates suggested, December 29 th '08 or Jan. 5 th , '09. Diane Dyer to set up meeting. Motion and vote to close Executive Session and re-enter Regular Meeting and then Meeting adjourned.	Diane Dyer

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
--------	------------------------	-------------------------	-----------------------------

Next Meeting: Thursday January 8 , 2008 at 6:30pm

