



that run after normal library operating hours and whose responsibility it is to be sure the building is secured when the last person leaves. Mrs. Bullock will discuss this with staff and will speak with Mark Rustic about the duties of the janitor who is on duty in the evening. There is no system in place for the staff to know when a janitor arrives since there is no set schedule for his arrival time because he may be working in another building prior to coming to the Library.

Mrs. Bullock shared a copy of the policy of the Middletown Library on respectful communications and interaction in the workplace. A goal of the staff for 2011/12 is interacting well with the public. She will share the Middletown policy with the staff.

Statistics were reviewed. Since the building was closed one extra day in September circulation dipped.

BUDGET: So far the budget is on target. A meeting with the Board of Selectmen prior to the preparation for next year's budget was suggested. It is hoped this will help clarify what impact any changes in the budget will have on the Library.

Universal Class – a 500 on-line class program will start on Monday. Friends have picked up the cost for one year. The public will be notified and directions on how to participate will be on the Library's website.

The rental time for TV CDs is still being reviewed.

Mrs. Bullock had some personnel issues to discuss with the Board and at this time Mrs. Ryan moved the Board go into executive session. Second: D. Madigan. So moved. The Board went into executive session and at 9:20 P.M. Mrs. O'Neil moved the Board return from executive session and adjourn. Second: Mr. Kaplan. So moved. The meeting was adjourned.

Anne Erickson, Recording Secretary