Members Present: Ward, Sherwood, Dunford, Sheridan, Buckley

I. Call to Order: 7:05 p.m.

II. Secretary’s Minutes (11/11) accepted unanimously on a motion by Buckley, Sheridan second.

III. Budget Report: Budget reported submitted and reviewed. Expenditures on track; no additional comment.

IV. Communications:
   a. Library Director shared notice of periodic disbursement from the Commonwealth. The amount was as anticipated and budgeted. This is the first year in some time that the Library is in a position to use these funds for non-collections expenses.

V. Director’s Report: Director reported detail regarding the 11/18/11 break-in and burglary at the Library. The front door was damaged and required repair. 1 laptop near front door at main desk (reference) was stolen before police were on-site; no other property was taken. The library building continues to face significant physical plant problems, including an aged furnace and rain damage in the Children’s Room. Holiday concert was a huge success, with 33 people in attendance. Various staff participated in a range of professional development and other meetings this past month. Overdrive downloads continue their monthly increase, up 40% over November 2010. November 2011 Friends of the Library book sale was a success, raising over $1,000.

In discussion regarding reported facilities issues, the Board will revive the Building Committee in the next term (starting January, 2012), in order to wrap up the Committee’s recent work.

VI. Committee Reports
   a. None at this time

VII. Unfinished Business
   a. Update re: Board vacancy: No joint meeting in December, 2011 with Municipal Council, as there are not any applications to consider.
   b. Holiday Staff Recognition: Kimball and Ward prepared small gifts and cards for the staff, which were well received and appreciated.

VIII. Other
   a. None at this time.

There being no further business, Dunford moved and Sheridan seconded a motion to adjourn. The motion was approved unanimously at 7:29 p.m.