Members Present: Ward, Sherwood, Dunford, Kimball, Sheridan, Buckley and Merrill

I. Call to Order: 7:00 p.m.

II. Secretary’s Minutes (7/20/11) accepted unanimously on a motion by Kimball, Sheridan second.

III. Budget Report: Equipment maintenance and telephone trending above average. Equipment due to service contract costs front-loaded in fiscal year; telephone, due to installation of 3rd phone line. ‘Literacy’ line recorded in error. Expenditures to date should read ‘zero’.

IV. Communications:
   a. Oxton letter: the Board received notice of resignation from Trustee David Oxton. The resignation was accepted on a motion from Dunford, Kimball second. The vacancy will be reported to the Town Clerk for consideration by the Municipal Council.
   b. Legislative Breakfast notice: 10/21 legislative meeting at the Reading Library, 8:00 to 10:00 a.m.

V. Director’s Report: Assistant Director Matlin returned from maternity leave on September 6th. The Cleanup Day schedule for 10/1 has been cancelled for the time being. Annual statistical report was filed to the Board of Library Commissioners; annual financial report is in production. Teen reading and Genealogy programs were a recent success. Planning is underway for a community-wide reading program. August brought the highest monthly circulation amount ever, 16,791 items. The redesign and expansion of the Friends Bookshop begins later this month.

VI. Committee Reports
   a. Policy Review Committee: Revised policies were presented by the Policy Review Committee. Action was not taken at this time, tabled for discussion at upcoming meetings.

VII. Unfinished Business
   a. None

VIII. New Business
   a. None

There being no further business, Kimball moved and Buckley seconded a motion to adjourn. The motion was approved unanimously at 7:54 p.m.