

Shutesbury Town Clerk

From: Karen Traub [karentraub@hotmail.com]
Sent: Friday, March 25, 2011 1:33 PM
To: leslie bracebridge; 'Spear Library'; msedor@yahoo.com; reganladd@verizon.net; eymelemalka@earthlink.net; jen.davies@verizon.net
Subject: Trustee agenda

Here is the updated agenda for our meeting on 4/12

Trustee agenda 4/12/11

1. Approve previous minutes
2. "Library Revolving Account and State Aid accounts and Library Director salary account."
3. Trustee updates: Acknowledgement of Trustee resignation, new Trustee election/appointment.
4. review draft of job description for weekend circulation clerks. When a position has a change (like the number of hours) a new job description is required by the personnel committee. We will need to review the old one and update it.
5. Perpetual calendar-
 Review draft (thanks Michele!)
 Town Meeting May 7
6. Digital downloads training etc
7. Unattended child policy
8. Review of open meeting and public record laws, specifically status of documents presented at open meetings with regard to the public record. (Information provided by the town clerk and the state AG's office, Open Meeting and Public Records departments).
 - 8a. Request for copies of the documents Amy read at the March meeting concerning comments by the two previous library directors
 - 8b. Phil Mantyla of the Division of open government Office of the Attorney General spoke to one of the lawyers who said "Personal notes are not considered a document used by the public body" for more info contact Secretary of State 617 727-2832
9. Reports-Director, Friends, Fundraising etc
 - 9a. FYI, there is \$27,741.27 in the expendable trust
10. New business
11. Next meeting

Integrative Acupressure
- Karentraub.abmp.com
Healing Dance Minister
- Hadamadance.com