

Dec. 6,
1968

Wednesday. On Thursdays they were 1 to 5 and 7 to 9 and 10 to 6 on Saturday. There was much discussion on who would work what hours in the Library. It was felt we no longer had a need of Mrs. Green Monday afternoons. Mrs. Sachuk would like to work in the Library again and Mrs. Fernald and Mrs. Gallagher have expressed a desire to be paid for the time they work.

Mr. Smith reported all repairs were caught up at the moment.

Frank's Cleaning Service was to do library floors on a monthly basis.

Mrs. Steere agreed to take Mrs. Duster's place on the Smithfield Library Council.

Copies of the Book Selection Policy were passed out and Mr. Moore read it in full and discussed various points. A motion was made and passed that the policy be approved as drawn. A copy of the Book Selection Policy was placed on file with the Secretary and another was mailed to the State. The Staff Manual and Personnel Procedures policy are to be finished by the end of January and presented to the Board.

Mr. Gatz suggested that new books be written up in the Observer.

Mrs. Baker requested that more drawers be purchased for the shelf lists as they are getting quite tight.

Mrs. Steere was asked to subscribe to the Christian Science Monitor and Scientific American for the Library. She was authorized to buy a small bulletin board for staff notices in her office. A record of fine money is to be kept. Mrs. Steere is to receive \$1.56 a month traveling expenses to monthly Book Selection meetings. She was authorized to buy any needed supplies such as electric marking pens for Cleonor, etc.

The meeting adjourned at 10:00 o'clock.

Respectfully submitted,
Elinore Wright, Secretary.