The meeting was called to order at 8:03 a.m. Attending were Library Director Pat Fickett, Youth Services Librarian Allison Steele, and trustees Ron Brown, Hal Levine, Molly Shanklin, Lynne Stone, Sandy Zelie, and Mary Ellen Brookes. Trustee Sandy Perfito was absent.

**Minutes** – accepted (Hal, Molly)

**Treasurer’s report** – accepted (Hal, Molly)

Moved by Molly and seconded by Hal: that we accept the donations of $600.00 for June and July. The motion passed.

**Director’s report** - accepted (Mary Ellen, Molly)

Allison reported on a positive meeting with Tim O’connell, the new elementary schools principal on the topic of outreach to FRES.

**PTO policy**

Pat presented the proposal for the Paid Time Off policy. After discussion, the following motion was proposed by Ron and seconded by Hal: that the policy be approved with the addition of the definition of a day in the holiday section and in the vacation section under "full-time employees." Also that the policy be retroactive to January 1, 2013. The motion passed. Final approval will be voted at the September meeting.
Project progress/schedules

1. Entryway - Hal stated that the screen doors should be in by the end of next week. Andy Roeper continues his work.

2. Rotunda floor - Ron will request that Louise Freedman meet with the trustees before the end of August to explain the work which she will be doing and its effect on library programs.

Old business - none

New business

1. Hal officially welcomed Pat back to the library.

2. Moved by Molly and seconded by Lynne: that we approve the purchase of two laptops, laptop tables, and associated cables for $1,200.00. The motion passed.

3. The policy committee will meet on Tuesday, August 20 at 8:00 a.m.

4. Pat is writing a disaster policy. Hal will be listed as alternate.

5. Other policies needing to be formulated are on jury duty and guns.

6. On Monday, September 9, Pat will hold a staff appreciation celebration at her home in Brookline. Pot luck: trustees - bring food.

The meeting ended at 9:24 a.m.

The next meeting of the trustees will be on Friday, September 13 at 8:00 a.m.

Mary Ellen Brookes