

**Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, New Hampshire  
February 19, 2009  
New Hampshire Room, 6:00 p.m.**

Chair Bridgit Valgenti called the meeting to order at 6:25 p.m. Vice Chair Bob Frese, Secretary Linda Sadlock, Assistant Director Bill Teschek and Alternate Debra Perry were present. Sara Casassa was in attendance until 7:50 p.m. When she left, Alternate Kris Sawyer voted in her absence. Treasurer Mary Lou Heran and Alternate Susan Hughes were not in attendance.

**I. Secretary's Report**

The public minutes of January 14, 2009 were approved unanimously on a motion by Sara Casassa, seconded by Bob Frese. Debra Perry moved we accept the non-public minutes of the same meeting. Sara Casassa seconded the motion and all were in favor.

**II. Officers' Reports**

**A. Chair**

Bridgit Valgenti received a complaint about the men's bathroom. A sign will be posted asking patrons to notify the staff if the restrooms need attention.

She also received an unsigned letter from a patron stating there is an unwelcoming feeling in the Children's Room. Bill Teschek will share the letter with Paulina Shadowens and circulate it among the staff.

**B. Treasurer**

Mary Lou Heran's annual quarterly report was read and will be placed on file.

**III. Director's Reports**

The water damage to the books and other material the Children's Room had in the storage area was calculated. To compensate for this loss, \$800 will be deducted from Tri-State Fire Protection's final bill.

At the request of Bill Teschek, Sara Casassa motioned the \$1629 in donations from the circulation desk from July through December be moved to the non-appropriated account. Twelve hundred dollars was also authorized from non-appropriated for the purchase of downloadable audio books. Bob Frese seconded her motion and it passed unanimously.

#### **IV. General Financials**

There were no questions or comments.

#### **V. Consent Agenda**

The Director's Report, General Financials and the Consent Agenda reports will be placed on file.

#### **VI. New Business**

- A. The annual report from the Trustees of the Trust Funds was reviewed. Following a discussion on the different investment options, Kris Sawyer moved we accept the proposed investment policy. Debra Perry seconded the motion. Once that was approved, Linda Sadlock moved we transfer the money from the Public Deposit Investment Pool (PDIP) to the Fidelity Balanced Fund. Her motion was seconded by Debra Perry and approved by all. Bridgit Valgenti will send a letter to the Trustees of the Trust Funds regarding our decisions.
- B. The Young Adult Librarian will move to the Reference Desk, upon Alice Alford's retirement. In addition to having the YA librarian near the YA section, it is in accordance with the Organizational Chart. However, this will leave the Children's Room understaffed. Before the board can make a decision regarding additional staffing, there needs to be an analysis of employee schedules, and the compilation of utilization figures.

#### **VII. Old Business**

- A. The holiday schedule for the 4<sup>th</sup> of July was discussed. Kris Sawyer moved the Library be open Friday July 3, 2009, making it a floating holiday and closed Saturday. Debra Perry seconded the motion and all were in favor. Following that decision, Bob Frese made a motion to accept the now completed holiday schedule. This was seconded by Kris Sawyer. The final holiday schedule was accepted by all.
- B. At 7:42 p.m., upon motion of Linda Sadlock, seconded by Bob Frese, the Board voted unanimously to enter non-public session under RSA 91-A:3 II to discuss the six month evaluation of Director Amanda Reynolds Copper.

The Board reentered public session at 7:50 p.m. Bob Frese moved the minutes be sealed for 10 years after Amanda Reynolds Coopers' termination. Kris Sawyer seconded his motion and all were in favor.

### **VIII. Friends Report**

The Valentine Tea held on February 14 was a success with front page newspaper coverage.

The business bulk mailing was reviewed and approved.

Coffee will soon be available at the beverage center.

“How to Nights” programs are being planned.

### **VIII. Acceptance of Donations**

The donations listed in the Director's Report were accepted by unanimous vote on a motion by Linda Sadlock, seconded by Bob Frese.

### **IX. Summary of Decisions Made**

The circulation desk donations from July through December will go into the non-appropriated account. Out of that account \$1200 will pay for the downloadable audio-books.

The Investment Policy was accepted and the money will be moved from the PDIP to the Fidelity Balanced Fund.

The holiday schedule was approved.

Amanda Reynolds Cooper's six month evaluation was approved.

Donations were accepted.

The next meeting of the Board of will be Wednesday March 18, 2009 at 6:00 p.m.

The meeting was adjourned at 8:04 p.m. by unanimous vote upon a motion of Kris Sawyer seconded by Debra Perry.

Respectfully submitted,

Linda Sadlock, Secretary