

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Room
May 21, 2009

Chair Mary Lou Heran called the meeting to order at 6:40 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Secretary Debra Perry, Richard Larkin, and Alternates Sue Hughes, Bob Frese and Kris Sawyer, voting for Treasurer Bridgit Valgenti, were present.

I. Officers' Reports

A. Secretary

Mary Lou Heran moved that the nonpublic minutes from April 16, 2009 be approved and that the public minutes from April 16, 2009 be accepted with the change of omitting Bob Frese's name from the attendance record. Linda Sadlock seconded her motion. All voted in favor.

B. Chair

Heran presented a Thank You letter received from Alice Alford in appreciation of the gift the Trustees had given Alford upon her retirement.

C. Treasurer

Operating Budget review and discussion will be tabled until next month in Valgenti's absence.

II. Director's Report

A. Department Reports

Sadlock requested that utilization numbers with peak hours be reported for the Children's Room. Reynolds Cooper said she will look into it.

April monetary donations totaled \$100.

The Director's Report will be placed on file.

III. Old Business

A. Personnel

A viable candidate is in sight for the part-time Library Assistant position needed for 26.5 hours in the Children's Room. The process is under way and looks promising.

The search to fill the 17-hour per week Adult Services Library Assistant position continues.

Sadlock reported her findings and concerns gleaned from the Risk Management & Insurance session at the Trustees' Association's Annual Meeting she attended. She also raised consideration on liability insurance coverage for the Board and Director. Reynolds Cooper mentioned that in the event of illnesses, we are recommended by the town hall to mimic the school disaster recovery plan for the event of illnesses. Reynolds Cooper said she will include Safety Procedures in new orientation packets for both staff and volunteers.

B. Finance

Heran received a response from Town Manager Fred Welch regarding the discrepancy in the town's calculation of the library's default budget, which resulted in an overpayment in the library's favor.

Richard Larkin moved that we resolve the outstanding amount by issuing a check to the town in the amount of \$3,392. Kris Sawyer seconded the motion. All were in favor.

C. Building

Reynolds Cooper will look to research and compile a list on possible selections for the renovation of the Catherine Redden/Dearborn Room for consideration. (Conference table and chairs, window treatments, lamps ...)

Reynolds Cooper received a letter from Gail E. Morse, who would like to donate a granite or marble bench in memory of her late mother, Mary Sami Sherman. Sherman was a patron of Lane for 15 years. Larkin motioned to accept the gift of the bench and Sadlock seconded. It passed unanimously.

Larkin volunteered to seek ideas for landscaping the library grounds, including reseeding the lawn in the fall and possibly consideration of placement of benches and seating areas.

Sadlock motioned to accept the low bid from Tucker for new shelving frames, delivery and installation, and to use volunteers, led by Darrell Eifert, to move the books, and pay for the project through nonappropriated funds. Sawyer seconded the motion. All voted in favor.

IV. New Business

Reynolds Cooper will contact the engineers from the energy audit committee who offered to freely assess information we have from past engineering reports. She will also follow up with Trane on the energy performance evaluation they gave us.

Reynolds Cooper presented an outline of her vision and goals for herself, staff, and the library for 2009.

Heran discussed replacing committees with special committees Trustees would take part in for special purposes, such as possibly landscaping or particular budget needs. The concept was well received. Sadlock stated that she would like to continue to be a member of the Trustee's Personnel committee. Heran provided information she found on building voter support, book buying in this economy, and interior decorating for libraries.

V. Friends' Report

Sue Hughes reported that the Friends will have a book sale June 17-20. At it they will conduct a survey, asking patrons what kinds of books they are interested in buying for future sales. A General Meeting open to the public was held in May. The new Lane Room chairs have arrived and are in use.

VI. Acceptance of Donations

Sadlock moved to accept the donations listed in the Director's Report and the memorial bench for outdoors. Sawyer seconded the motion. It passed unanimously.

VII. Summary of Decisions Made

A check in the amount of \$3,392 will be issued to the town to resolve the default budget discrepancy.

The bid from Tucker was accepted for new shelving to commence.

All donations were accepted.

The meeting was adjourned at 9:10 p.m. by unanimous vote upon a motion by Sawyer, seconded by Larkin.

Respectfully submitted,

Debra Perry, Secretary