

Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Room  
Aug. 20, 2009

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

At 9:34 p.m. we entered a nonpublic session per RSA 91-A:3 II(a), to discuss the director's interim performance evaluation, on a motion by Valgenti that was seconded by Sadlock. All were in favor. The nonpublic session ended at 9:45 p.m. Sadlock made a motion to seal the nonpublic minutes. Valgenti seconded the motion. The motion passed unanimously.

## **I. Officers' Reports**

### **A. Secretary**

Sadlock moved that the minutes from July 16, 2009 be accepted. Valgenti seconded her motion. Reynolds Cooper noted two corrections: 1) The shelving ordered from Tucker is for use on the main floor, not the Dearborn Room. 2) Sadlock had noted the dead pine branches overhanging the sidewalk. Reynolds Cooper asked the town to look at having them removed. With the corrections, all approved the minutes.

### **B. Chair**

None

### **C. Treasurer**

The Treasurer's Report was reviewed and will be placed on file.

## **II. Director's Report**

### **A. Department Reports**

The quotes for the repair work of the gutters damaged from last winter have not yet come in.

July monetary donations totaled \$249.

Perry suggested moving the Friends of the Library line item in nonappropriated funds from the Income category into the more appropriate Gifts category.

The Director's Report will be placed on file.

## **III. Old Business**

### **A. Building**

Sadlock and Perry are obtaining a consultation and quotes on the window treatments and reupholstering of chairs for the Dearborn Room. Heran requested that renovation of the Redden-Dearborn Room be completed by the end of October.

The HVAC issue will be revisited at a future meeting.

**B. Other**

The donation of gifts policy discussion will be tabled until next meeting.

**IV. New Business**

**A. Personnel**

Valgenti motioned that we award two nonexempt Children's Room employees compensatory time equivalent to one day each for the services rendered during the Summer Reading Program. Perry seconded the motion. All were in favor.

**B. Finance**

Staff mileage reimbursement for professional development programs and conferences for the remainder of 2009 was discussed, due to the amount budgeted having been exhausted. Valgenti suggested that we determine what the staff's remaining mileage needs will be through the end of the year and then revisit the issue.

Reynolds Cooper presented the 2010 Operating Budget. After review and with discussion on minor proposals to Education and Supplies, Perry motioned to accept the 2010 budget with the proposed amendments. Sadlock seconded the motion, and all were in favor.

Sadlock moved that all employees move up one step on the 2010 pay scale and that employees off the scale get an increase equivalent to one step. Valgenti seconded the motion and it passed unanimously.

**V. Acceptance of Donations**

Sadlock moved to accept the donations listed in the Director's Report. Perry seconded the motion, and it passed unanimously.

Perry motioned to move the January through June donations, totaling \$1474, from Trustee accounts to nonappropriated funds for media purchases. Sadlock seconded the motion. All were in favor.

**VI. Summary of Decisions Made**

Staff mileage costs through the end of the year will be determined after which the issue of mileage reimbursement through 2009 will be revisited.

Employees will move up one step on the scale; any employees off the scale will get an increase equivalent to one step.

All donations were accepted.

January through June donations will be moved to nonappropriated funds for media purchases.

Contingent upon said changes, the 2010 Operating Budget was accepted and will be submitted to the town.

Compensatory time was awarded to two nonexempt employees.

The next meeting of the Board will be Thursday, Sept. 17 at 6:30 p.m.

The meeting adjourned at 9:55 p.m. by unanimous vote upon a motion by Sadlock, seconded by Valgenti.

Respectfully submitted,

Debra Perry, Secretary