

Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Room  
Oct. 22, 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 and Alternate Bob Frese were present; Alternate Sue Hughes was present until 7:30 p.m. Bob Lamothe arrived at 7:11 p.m. Alternate Kris Sawyer was absent.

### **I. Officers' Reports**

#### **A. Secretary**

Sadlock moved that the minutes from the Aug. 12 budget discussion, Aug. 20 public and nonpublic sessions, and Sept. 17 meeting be accepted. Hughes seconded her motion. Reynolds Cooper noted a correction in the Aug. 20 public meeting minutes: under New Business, Finance it should read that all employees move up one step on the 2010 pay scale. With the emendment, all approved the minutes.

#### **B. Chair**

Heran accepted with regret Bridgit Valgenti's resignation from the board of trustees.

#### **C. Treasurer**

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

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

#### **A. Department Reports**

Reynolds Cooper called the town to report broken concrete putting patrons at risk in the parking area on the library side of Academy Avenue. The town responded that they would have the broken concrete removed and the asphalt repaved in that area.

September monetary donations totaled \$220.

The Director's Report will be placed on file.

### **III. Old Business**

#### **A. Personnel**

Reynolds Cooper presented a new Snow Closing policy. After discussion and recommendations, Sadlock motioned to accept the policy conditionally until our next meeting. Perry seconded the move. All were in favor. Reynolds Cooper will present the final policy revision for vote at the November meeting.

Reynolds Cooper presented a revised Donations and Gifts policy. Perry motioned that the policy as presented be accepted and Lamothe seconded the move. All were in favor.

The approval of the Library Director job description and evaluation form was tabled until the November meeting.

**B. Finance**

No new business this month.

**C. Building**

Two glass panels in the Dearborn Redden Room will be replaced by Portland Glass on Oct. 30. A volunteer will build and stain red oak endcaps needed for several of the book shelves in the Dearborn Redden Room. Frese presented options the Hampton Rotary is considering for its plaque it is donating to the library that will dedicate the Dearborn Redden Room to Catherine Redden. A check will be cut for \$750 from nonappropriated library expenses to pay for paint and modifications to the shelving work done in the Dearborn Redden Room.

**D. Other**

Reynolds Cooper met with the Police Department to discuss getting help to recoup lost items from blocked patrons. The Trustees agreed that a good first step would be a standard letter delivered on Police letterhead to a blocked patron as needed. Beyond that, any further action that might be required would be decided.

**IV. New Business****A. Personnel**

A search will begin to fill the Front Desk position left vacant by the resignation of Bob Rice. The part-time position is for 17 to 19 hours a week.

Heran asked that the board consider potential candidates to recommend for filling the vacancy on the trustee board. The seat must be filled within two months.

**B. Finance**

The 2008 Budget carryover was discussed.

**C. Building**

The Energy Audit was finished and the mold on the vapor barrier will be tested on Oct. 26 by RPF Associates to see what kind of mold it is to determine how to safely remove it. Quotes to repair or replace the gutters came in. Reynolds Cooper will ask the bidders some remaining questions on gutter cleaning, ice barriers pricing and work availability timetables.

**D. Other**

The Board discussed and agreed to the showing of R-rated movies for the public in the Lane theatre room.

**V. Acceptance of Donations**

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

**VI. Summary of Decisions Made**

Conditional approval was granted of a snow closing policy, pending a rewrite that will be voted on at the next meeting.

The revised Gifts and Donations policy was accepted.

To help recoup lost library items, a standard letter on Hampton Police letterhead will be delivered to blocked patrons when needed.

The Board agreed to the showing of R-rated movies for the public in the Lane theatre room.

A check will be cut for \$750 from nonappropriated library expenses to pay for materials and modifications to the shelving work completed in the Dearborn Redden Room.

All donations were accepted.

The search to fill the vacant Front Desk librarian position for 17 to 19 hours a week will ensue.

The Board will pursue a Trustee replacement.

Reynolds Cooper will further review the two quotes on the gutters replacement and cleaning.

The next meeting of the Board will be Thursday, Nov. 19 at 6:30 p.m.

The meeting adjourned at 9:36 p.m. by unanimous vote upon a motion by Sadlock, seconded by Frese.

Respectfully submitted,

Debra Perry, Secretary