

**Library Trustee Meeting
December 18, 2012
Dearborn Redden Room
6:30 p.m.
Agenda**

The meeting was called to order at 6:38 p.m. by Linda Sadlock (Chair). In attendance were Bob Lamothe (Secretary), Mark Hughes (Trustee), Mary Lou Heran (Treasurer), Richard Laskey (Vice Chair), Diane Crow (Alternate Trustee) and Library Director Amanda Reynolds Cooper.

A. Call to Order

B. Officer's Report

- a) Secretary-Accepted on a motion by Bob, seconded by Mary Lou. AIF
- b) Chairperson-no report
- c) Treasurer-placed on file

C. Reports-placed on file

- a) Director
 - i) Financials
- b) Adult Services
- c) Children's Services
- d) Reference Services
- e) Tech Services

D. Old Business

- a) Personnel
- b) Finance
- c) Building
 - i) Elevator-completed
 - ii) Walkway-to be planted in the spring
 - iii) Shelves – no report
 - iv) Self-checkout – no report
 - v) Ceiling painting - More bids are needed. Amanda will explore replacing the tiles instead of painting
 - vi) Custodian Contract – 2013 contract will be signed with Seaport Property Maintenance.
- d) Other
 - i) Long Range Planning – due the end of March

E. New Business

- a) Personnel-
 - i) Director's performance plan quarterly report reviewed and placed on file
 - ii) Employee hearing screening-Need legal input. Sent to the Personnel Committee
- b) Finance-
 - i) Encumber unspent funds – for SIP software \$2,500, elevator repair \$21,100, and ceiling painting \$24,000. Richard moved we encumber funds. Bob seconded. AIF. Motion carried.
- c) Building
- d) Other-
 - i) Set holiday schedule for 2013-placed on file
 - ii) MLK Day plans-in progress
 - iii) Annual Report-waiting for final utilization numbers and totals

F. Friends Report-December 13, 2012

- We have our 10 dates for the Ocean Gaming for 2013. We will receive 35% of the profits from each of those days. We are trying to plan a few events on some of those days to possibly increase our profit. We are having our next meeting there on January 10th.
- The book sale netted \$2,230.48

- The bake sale brought in \$226.75
- We will be doing an audit of the Friends' account sometime early next year
- The Valentine Tea on Saturday February 9th is the next big Friends' event
- The doll clothes sale brought in \$1,631.00. The Friends' will get half of that
- We are in the process of getting Directors and Officers insurance

G. Acceptance of Donations – \$348 up \$4 down, Friends \$60 for water filter Mark motioned, Mary Lou seconded. AIF Motion carried.

H. Summary of Decisions Made – Encumbered funds, accepted donations.

I. Next Meeting-Tuesday January 22, 2013

J. Adjournment – Mark moved Bob seconded AIF motion carried. 7:43 p.m.