

**Lane Memorial Library
Trustee Meeting Minutes
May 28, 2014
Dearborn Redden Room
6:30PM**

- A. Call to Order:** The meeting was called to order at 6:32 PM by Linda Sadlock, Chair.
- B. Attendance:** In attendance were Trustee Diane Crow, Vice Chair Bob Lamothe, Secretary Deb Knowlton, Chair Linda Sadlock, Director Amanda Reynolds Cooper and prospective alternate trustee Christopher Hendry. Treasurer Mark Hughes and Alternate Dick Desrosiers were absent.
- C. Officer's Report**
- a) Secretary's minutes: A motion was made by Diane and seconded by Deb to approve the minutes of the April 30th meeting. Motion passed.
 - b) The Chairperson read a letter of resignation from Trustee Sharon Fontaine. A question was asked whether any trustees had attended the NHLTA annual meeting. None had, but Amanda did attend. She reported she attended a presentation regarding growing advocacy for warrant articles
 - c) Treasurer was absent – no report
- D. Director's Report:**
- a) Amanda reviewed both the Operating and Non-Appropriated accounts
 - b) The Quarterly performance report for Amanda was reviewed. The trustees noted the creative way that programming was succeeding in the area of services with teens. Amanda acknowledged that the area regarding update of personnel policies is "still in the works."
 - c) Public services and Children's services show that total circulation numbers are down over the same period last year. Teen services are UP however and we give credit to the new energy of leadership. After discussion, all reports were received and placed on file.
- E. Old Business:**
- a) Personnel: Amanda has determined how to award the merit raises.
 - b) Finance:
 - i) Cy Pres Petition was heard at court and judge's decision is awaiting one more piece of information.

- ii) The Friends donated \$5,547. A motion was made by Bob and seconded by Diane to change the acceptance of the Friends donation until public hearing 6/18/14 so as comply with RSAs. Passed, AIF
- c) Building:
 - i) Amanda presented estimates for replacement of the copier from three businesses. One estimate was incomplete and questions were raised regarding the other two options that suggested further communication with vendors would give us needed information for an informed vote which is moved to next meeting.
 - ii) Questions regarding the placement of the circulation desk are addressed in Amanda's report.
 - iii) The roof flashing has been completed.
 - iv) Work on the warrant article regarding the fan coil replacements will begin next month.
 - v) The rain garden work has been postponed until June 7, 2014.
- d) Other: The trustee Investment Policy was completed and signed. Mailed to AG's office 5/1/14.

Long Term goals, Veteran Preference and Patron Ban are still pending.

F. New Business:

- a) Personnel: Amanda reported on her proposal regarding the use of unexpended medical insurance coverage monies to offer merit raises for the staff. Her proposal is to move one position from part-time to full time, add 12 new service hours for the front desk schedule each during high demand hours and to use the remainder of the money for merit raises which was previously approved. After a thoughtful and reflective discussion:
 - i) A motion was made by Bob and seconded by Diane to move one position from part-time to full-time in the children's room. Passed, AIF.
 - ii) A second motion was made by Diane and seconded by Deb to create 12 additional part-time circulation desk hours. Passed, AIF
- b) Finance: The 2015 Budget is due August 1st.
- c) Building: spring clean-up, date not set yet.
- d) Other: none

G. Friends Report: May 21, 2014

- We currently have 220 members and are still looking for new board members.
- We are still waiting to find out our dates for the Poker Room.
- We approved a request for the Children's Room in the amount of \$1,569.80. The request includes: a foldable flannel easel to replace the well-worn one that is used for story times (\$139.99), a mobile book tower – a carousel on wheels to house the extremely popular and crowded board book collection (\$409.99), craft supplies for which the library would purchase gift cards for the Dollar Store (and possibly others) to be reimbursed by the Friends (\$250), 10 videogames for Children's and Teen Departments (\$500), and 3 CD racks for the overflowing cd area in the Children's Room (\$269.82).

Our upcoming events

Spring Book Sale: June 4th-7th (Wed. - Sat.)

Next Board Meeting: June 11th

The Flatbread Company Benefit Night: July 8th

Fall Book Sale: November 12th – 15th (Wed. – Sat.)

- H. **Acceptance of Donations:** Deb moved and Diane seconded to accept the \$88 of donations.
Passed, AIF

- I. **Summary of Decisions:** The trustees at this meeting: accepted the donations, moved to change the acceptance of Friends donation until public hearing, created 12 additional part-time circulation desk hours and moved a part-time children's room employee to full time.

- J. **Next meeting:** June 18, 2014, 6:30PM

- K. **Adjournment:** The meeting adjourned at 8:06PM.