

**Lane Memorial Library
Trustees Meeting Minutes
March 21, 2018
Dearborn Redden Room
7:00PM**

A. Call to Order: The meeting was called to order at 7:00PM.

B. Attendance: Director Amanda Reynolds Cooper, Chair, Bob Lamothe, Vice Chair Liz Keroack, Trustee, Chris Hendry and Secretary Deb Knowlton and prospective Alternate, Sheila Ewell

C. Officer's Reports

- a) **Secretary:** A motion was made by Chris and seconded by Liz to approve the minutes of the February meeting. Motion passed, AIF.
- b) **Chairperson:** No report
- c) **Treasurer:** Diane emailed the February Treasurer's Report, discussed and placed on file.

D. Reports

- a) The Director's Report: Amanda's report and financials were received and reviewed. Amanda has prepared the information needed for a structural engineer to review, regarding the windows in the Children's room. Once his review is complete, we will receive the construction timeline. Since the proposed town budget failed we will be using the 2018 default budget and will reconfigure expenses as needed.
- b) The Asst. Director's report and those of Public Services, Children's Services, Teen Services and Tech Services were reviewed with appreciation.

E. Old Business

- a) **Finance:** There was a total carry forward of \$73,088 and that should allow us to cover such expected expenses as the additional funds needed for the windows, slate roof repair, a portion of the server costs and the new health insurance plan.

F. New Business:

- a) **Technical Services Spending Request:** Kevin made a detailed presentation of his proposal to purchase one virtualization server. He included 3 bids listing approximate costs. The trustees discussed the proposal, with the major concern being one point of failure. We asked for two more pieces of data from Kevin and tabled the vote until next month when we can add this data to the decision-making process.
- b) Chris made a motion, seconded by Liz to move \$25,807 from our account to the town account to fund the added health insurance plan for the full-time position of Public Services Assistant Librarian. Motion passed, AIF.
- c) Chris moved and Liz seconded a motion to expend \$1,000 on the Volunteer Luncheon from the Trustee money market account. Motion passed, AIF.
- d) Election of officers and appts to committees: The positions of Chair, Vice Chair

and Secretary were filled again by Bob Lamothe, Liz Keroack, and Deb Knowlton. The committees were staffed: Building: Chris Hendry, Deb Knowlton and Personnel: Bob Lamothe and Liz Keroack. A motion was made by Liz and seconded by Chris to recommend Diane Crow, Sheila Ewell and Brian Abasciano as alternates. Motion passed, AIF.

G. Friends of the Library Report:

The Friends continue to discuss new fundraising possibilities. The debates center around the cost of hiring outside vendors (mini golf, trivia nights etc.); the limitations of the library to host large groups to offset these costs; additional limitations such as no liquor license on Town property while "adult" mini-golf programs at other libraries have used drink/food as incentives for more costly ticket prices; and the ability of the Board to secure vendor sponsors, etc. Since any new fundraiser is scheduled for 2019, the discussion will continue.

The other 2018 focus is increasing memberships through updating our media presence and increasing payment options such as PayPal.

The group did agree to test selling books in a back bookcase, near the old front door, for 6 months. Details on setup, pricing, collection etc., are in development.

Finally, the Friends voted not to pay for passes to Fuller Garden but continue to promote passes we do have to try to increase usage, as well as give the staff a food gift during Library Week in appreciation for work well done.

H. Summary of Decisions: Motions were made to accept the minutes; to move monies to the town account for health insurance; to allow \$1,000 for volunteer luncheon expenses; to accept the slate of nominees for library offices and to recommend new alternates.

I. Next Meeting: Wednesday, April 18, 2018, at 7PM

J. Adjournment A motion was made by Liz and seconded by Deb to adjourn at 8:32PM.