

**Library Trustee Meeting
March 27, 2013
Dearborn Redden Room
6:30 p.m.
Minutes**

- A. Call to Order-**At 6:40 by Chair Linda Sadlock. Vice Chair Richard Laskey, Treasurer Mary Lou Heran, Trustee Mark Hughes and Alternate Trustee Diane Crow, voting for and taking minutes for absent Secretary Robert Lamothe were present. Director Amanda Reynolds Cooper was also in attendance.
- B. Officer's Report**
- a) Secretary-accepted on a motion by Richard, seconded by Mary Lou. AIF
 - b) Chairperson-NHLTA Spring Conference is May 20th, HB 436 did not make it out of committee, asked about Chamber of Commerce Business After Hours participation
 - c) Treasurer's report - placed on file
- C. Election of Officers-**2013 Slate of officers: Chair Linda Sadlock, Vice Chair Richard Laskey, Treasurer Mark Hughes and Secretary Robert Lamothe on a motion by Richard, seconded by Diane. AIF
- a) Establish committee assignments-Personnel Linda and Richard, Finance Mary Lou and Mark, Building Richard and Mark
 - b) Alternate Recommendations-Diane Crow and Susan Hughes
- D. Reports**
- a) Director
 - i) Financials
 - ii) Quarterly performance plan report

A general request was made to include programming attendance statistics in monthly reports
 - b) Adult Services- Request was made to include a 12 month graph of collection use
 - c) Children's Services
 - d) Reference Services
 - e) Tech Services
- All placed on file
- E. Old Business**
- a) Personnel-
 - i) Employee hearing screening-the Board was advised on advice given by the LGC lawyer. There will not be employee hearing screenings.
 - b) Finance
 - c) Building
 - i) Walkway-Scheduled to the spring
 - ii) Shelves-Cost proposal slated for next month
 - iii) Self-checkout-Goal to have in place by June in Children's Room. Cost proposal slated for next month.
 - iv) Ceiling painting-Minute Men Painters approved on a motion by Mark, seconded by Diane. AIF
 - d) Other-Vending agreement, tabled for additional information
- F. New Business**
- a) Personnel-
 - i) Staff Reorganization- Addition of the Public Services Assistant Librarian and ILL Assistant Librarian positions including hourly rates were accepted on a motion made by Richard, seconded by Diane. AIF
Organizational Chart accepted as amended on a motion by Mark seconded by Mary Lou. AIF
 - ii) Staffs evaluations- Staff positions complete. Amanda will complete Heads of department over the next month.
 - iii) Salary Increases-to Finance Committee
 - iv) Volunteer appreciation-\$1,000 budget for this event authorized on a motion by Richard and seconded by Mary Lou. AIF
 - v) National Library Week-plans in report
 - b) Finance-Investment Policy/Trustee Accounts – to Finance Committee
 - c) Building

- d) Policy-Emergency closure amendment-Accepted as amended by Mary Lou and seconded by Richard. AIF
- e) Other

G. Friends Report-Valentine Tea was held, April newsletter scheduled, Ocean City Gaming fund raiser a success

H. Acceptance of Donations-Total of \$262.00 accepted for January and February on a motion by Richard, seconded by mark. AIF.

I. Summary of Decisions Made-ceiling painting contractor selected, staff reorganization approved as amended, creation of two positions with hourly wages approved, volunteer luncheon budget authorized, policy emergency closure accepted as amended, donations accepted, slate of officers elected.

J. Next Meeting-Tuesday April 16, 2013

K. Adjournment-9:05 on a motion by Diane and seconded by Mark. AIF