

Library Trustee Meeting
April 16, 2013
New Hampshire Room
6:30 p.m.
Minutes

- A. Call to Order** at 6:38 by Chair Linda Sadlock. Treasurer Mary Lou Heran, Trustee Mark Hughes, Alternate Trustee Diane Crow voting for Richard Laskey and Director Amanda Reynolds Cooper were also present. Vice Chair Richard Laskey and Secretary Bob Lamothe were absent. Mary Lou took the minutes. Diane Crow left at 8:30 p.m.
- B. Officer Reports**
- a) Secretary-accepted on motion by Diane and seconded by Mary Lou. AIF
 - b) Chairperson
 - c) Treasurer
- 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-
 - i) Organizational Chart-accepted as revised on a motion by Mark and seconded by Mary Lou. AIF
 - ii) Wages approved for three positions on a motion by Mark and seconded by Mary Lou. AIF
 - b) Finance
 - i) Investment Policy/Trustee and Trust Fund Accounts-tabled until May
 - c) Building
 - i) Walkway-in progress
 - ii) Children's Room shelves- A preference was made for locking wheels. Up to \$6,000 authorized on a motion made by Mary Lou and seconded by Mark. AIF
 - iii) Self-checkout-in progress
 - iv) Ceiling painting-reference review in progress
 - v) Vending machine contract with commission -authorized on a motion by Mark and seconded by Mary Lou. AIF
 - vi) Automatic Door upgrade-in progress
 - d) Other-
 - i) Long Term Goals due end of June
- E. New Business**
- a) Personnel-Liz Premo promoted as Children's Service Associate-approved on a motion by Mark and seconded by Mary Lou. AIF
 - b) Finance-
 - i) Insurance coverage-update in process
 - c) Building
 - d) Other
 - i) Trustee photos for website -to be scheduled
- F. Friends Report**
Donated \$4,000 for media center, will provide staff gifts, Flatbread pizza fundraiser scheduled
- G. Acceptance of Donations**-\$4,000 from Friends, \$62 upstairs and \$3 downstairs
- H. Summary of Decisions Made**
Approved organizational chart, wages, purchase of shelves, vending machine contract, staff promotion and accepted donations.
- I. Next Meeting**-Tuesday May 14, 2013
- J. Adjournment** at 8:41 on a motion by Mark and seconded by Mary Lou. AIF