

**Library Trustee Meeting
May 21, 2013
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 Richard Laskey (Vice Chair), Bob Lamothe (Secretary), Mark Hughes (Trustee), Mary Lou Heran (Treasurer), Diane Crow (Alternate) and Library Director Amanda Reynolds Cooper. Also in attendance was Jim DeRuosi, a prospective alternate.

- A. Call to Order-6:38**
- a) Jim DeRuosi, prospective alternate introduced
 - b) Accepted minutes of last meeting, Richard moved, Mary Lou seconded, AIF motion carried.
- B. Officer's Report**
- a) Secretary
 - b) Chairperson - Susan Hughes' name will be submitted to the BOS for approval as an Alternate Trustee
 - c) Treasure
- 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
 - i) Investment Policy/Trustee Account-accepted on a motion by Mary Lou, seconded by Mark, AIF. The document was signed and dated. A copy will be sent to the AGs office
 - c) Building
 - i) Self-checkout – June 1st
 - ii) Ceiling painting – Minuteman Painting have stellar references. They will start with Amanda's office. Hopefully in August or September.
 - iii) Shelving – Pending, Amanda needs to follow up on locking wheels.
 - iv) Automatic doors – Received third quote, \$3358. Will do both doors. Mark moved to give project to Automatic Door Repair New England. Richard seconded, AIF motion carried.
 - d) Other-
 - i) Long Term Goals – June 30th
- E. New Business**
- a) Personnel
 - i) Interlibrary Loan Assistant Librarian Stan Olson approved by Personnel Committee. Ratified by trustees on a motion by Bob. Mary Lou seconded, AIF motion carried.
 - b) Finance
 - c) Building
 - i) "Free" desk Amanda has asked the original builder of the desk to give a quote on modifying it for use as a circulation desk. Assuming a reasonable quote, builder will pick-up, modify, and deliver.
 - d) Other
- F. Friends Report –** At the May 9th meeting, we approved a spending request for a die cut machine for the Children's Room. The Friends currently have 215 paid members. We are looking into participating in the Hampton 375th Anniversary Celebration. We will be attending a Business After Hours event on May 15th. We have added a raffle to our upcoming book sale (June 5th-8th). The prize will be a Kindle. We are also looking into getting on the 2014 schedule for the Poker Room in Seabrook. It is similar to Ocean Gaming.
- G. Acceptance of Donations** \$305, Mary Lou moved, Mark seconded, AIF motion carried.

H. Summary of Decisions Made

Investment policy, repair doors, new hire Stan Olson, accepted donations

I. Next Meeting-Tuesday June 18, 2013

J. Adjournment 7:20 Mark moved, Mary Lou seconded AIF motion carried.