

**Library Memorial Library
Trustee Meeting
October 15, 2013
New Hampshire Room
6:30 p.m.
Agenda**

A. Call to Order-The meeting was called to order at 6:45p.m. by Linda Sadlock (Chair), In attendance were Bob Lamothe (Secretary, Vice Chair), Mary Lou Heran (Trustee), Diane Crow (Trustee), Mark Hughes (Treasurer), Deb Knowlton (Prospective Alternate) and Library Director Amanda Reynolds Cooper.

B. Officer's Report

- a) Secretary - Public and non-public
Both were accepted on a motion made by Diane, which was seconded by Mary Lou AIF
motion carried
- b) Chairperson –
Received a thank you note from Amanda's mother for the sympathy card
Invited board to subscribe to Library Link
- c) Treasurer - reviewed and placed on file

C. Reports - All but Director's Report placed on file. Director's report to be filed after confidentiality change is made.

- a) Director
 - i) Financials
- b) Public Services
- c) Children's Services
- d) Teen Services
- e) Tech Services

D. Old Business

- a) Personnel
- b) Finance
- c) Building
- d) Other-
 - i) Long Term Goals – no update
 - ii) Patron Ban – has taken effect

E. New Business

- a) Personnel
 - i) Director's Evaluation –
 - Summary of responses distributed
 - Personnel Committee will meet to review
 - Performance Plan evaluation and new goals for 2014 requested

- ii) Minimum employee hours standard 8 hours – Mark moved, Diane seconded AIF motion carried.
- iii) Staff Annual Dinner \$500 approved–Mark moved, Diane seconded AIF carried,
- b) Finance
- c) Building
- d) Other
 - i) Political events – Non affiliation with library
 A recent political email regarding the ACA and a program at the library was discussed. Amanda will clarify the library’s position with the individual.

F. Friends Report October 10th, 2013

- We currently have 241 members.
- We are going to try to have a “Craft Fair” on December 7th downstairs. We will sell tables for \$10.00. We will also have a raffle and a possible bake sale.
- We are testing out selling candy bars at the movies.
- We have a new “Request for Support” form. This will allow us adequate time to discuss and decide if we want to approve or deny a spending request.
- Amanda is looking into a request for \$54.00 for the purchase of 48 vinca plants used underneath the groundcover at the entrance ramp of the library.
- We authorized the purchase of no more than \$100.00 for a Kindle for a raffle at the Fall Book Sale.
- Mary Lou is going to be putting together our Fall Newsletter.
- Diane Keyes is still working on getting us 10 days at the Poker Room in Seabrook for 2014.
- We mailed out the thank you cards to our three Friends that have stepped down from the board. They each contained a \$25.00 gift card to The Flatbread Company.
- Our upcoming events
 - November 5th – First Grade Book Sale
 - November 20th-23rd: Fall Book Sale
 - Ocean Gaming Benefit Dates:
 - October 18th and November 16th.

G. Acceptance of Donations– \$134 from August, \$174 for September and a check for \$3,759.90 from the MNL Trust was accepted. Mary Lou moved, Mark seconded, AIF motion carried.

H. Summary of Decisions Made-Minimum employee hours established, money for staff annual dinner approved, donations accepted

I. Next Meeting- November 19, 2013

J. Adjournment: Mark motioned, Diane seconded AIF motion carried. 7:42 p.m.