

**Library Memorial Library
Trustee Meeting
November 19, 2013
Dearborn Redden Room
6:30 p.m.**

A. Call to Order-The meeting was called to order at 6:44p.m. by Linda Sadlock (Chair), In attendance were Bob Lamothe (Secretary, Vice Chair), Diane Crow (Trustee), Mark Hughes (Treasurer), Deb Knowlton (Trustee) and Library Director Amanda Reynolds Cooper.

B. Officer's Report

- a) Secretary-approve minutes October 15 and November 5, 2013-both approved on a motion by Mark, Seconded by Diane. AIF Motion passed.
- b) Chairperson-correspondence-a patron letter was read "praising Amanda for going the extra two miles".
- c) Treasurer-report placed on file

C. Reports

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

D. Old Business

- a) Personnel
- b) Finance-
 - i) New Trust Fund-a warrant article is needed and will be prepared for March
- c) Building-
 - (1) Circulation desk renovation- Amanda will get a design and quote. Mark moved to spend up to \$20,000 on a new circulation design and instillation. Deb seconded the motion. AIF Motion passed.
- d) Other-
 - i) Long Term Goals – no report
 - ii) Patron Ban, policy update - tabled
 - iii) Summer Saturdays - Circulation increased 42% from the full Saturdays of 2013 over the half Saturdays of 2012. We will be open full Saturdays in 2014.

E. New Business

- a) Personnel
 - i) Director's Evaluation
 - ii) Trustees entered closed session to discuss personnel matter at 7:23 on a motion by Mark which was seconded by Diane. AIF Motion passed. We returned to public session at 7:53.
 - iii) Employee Transfer-Approved transfer of Cataloger to Teen Librarian. Bob moved. Deb seconded AIF Motion carried.
 - iv) Veteran's Preference in Hiring–New Town policy discussed. Amanda will investigate RSA further before incorporating into our policies.
- b) Finance
 - i) Adobe offer-declined

- c) Building
 - i) Photocopier-Amanda will explore options
 - ii) Weston Theater-Tabled
- d) Other-
 - i) Holiday gifts for staff-\$25 for full \$15 for part time Bob moved Diane seconded – AIF Motion carried
 - ii) Holiday Parade-The library will participate and hopes to do so using a borrowed vehicle.
 - iii) Trustee meeting night-Due to a change in Amanda’s schedule, we will meet on Wednesday night.

F. Friend Report-Board Meeting Highlights November 14th, 2013

- We currently have 225 members.
- The Winter Wonderland Community Craft Fair and Bake Sale is on December 7th downstairs from 10:00am to 4:00pm. We will also have a raffle.
- We are testing out selling candy bars at the movies.
- Our Fall Newsletter was emailed and mailed out to non-email members. We are looking for a chairperson to put together our future newsletters.
- Our final date with Ocean Gaming was on Saturday, November 16th.
- Diane Keyes is still working on getting us 10 days at the Poker Room in Seabrook for 2014.
- We are going to be looking for a person to chair the Valentine Tea on February 8th.
- We will not be having a December meeting. We are changing our meeting day from the second Thursday of the month to the second Wednesday. Our next meeting is in January.
- We filled out paperwork to get a benefit night at The Community Oven.

Our upcoming events

- Fall book sale: November 20th-23rd (Wed.-Sat.)
- Winter Wonderland Community Craft Fair and Bake Sale: December 7th (Sat.)
- Hampton Christmas Parade: December 7th
- Valentine Tea February 8th
- Spring Book Sale: June 4th-7th, 2014 (Wed. - Sat.)

G. Acceptance of Donations \$155.00 Mark moved, Diane seconded AIF motion carried.

H. Summary of Decisions Made-New circulation desk upgrade appropriated, employee transfer approved, holiday gifts authorized, donations accepted, non-public session decision prepared.

I. Next Meeting- Wednesday December 11, 2013

J. Adjournment Mark moved, Deb seconded AIF motion carried. 8:42 p.m.