

**Library Memorial Library  
Trustee Meeting  
December 18, 2013  
Dearborn Redden Room  
6:30 p.m.  
Minutes**

- A. Call to Order-**The meeting was called to order at 6:40 p.m. by Chair Linda Sadlock. In attendance were Secretary and Vice Chair Bob Lamothe, Trustee Diane Crow and Director Amanda Reynolds Cooper. Deb Knowlton and Mark Hughes were absent.
- B. Officer's Report**
- a) Secretary-approve public and non-public minutes Moved by Diane seconded by Bob, AIF motion carried.
  - b) Chairperson-Letter to the Editor of the Hampton Union regarding gift giving was discussed
  - c) Treasurer-no report
- C. Reports-placed on file**
- a) Director
    - i) Financials
  - b) Public Services
  - c) Children's Services
  - d) Teen Services – no report
  - e) Tech Services
- D. Old Business**
- a) Personnel
    - i) Veteran's Preference in Hiring-policy will remain as is. Information regarding hiring preference RSAs will be included when a position is posted.
    - ii) Employee decision-a long term employee will retire.
  - b) Finance-
    - i) New Trust Fund-letter will be forwarded to the town for a warrant article.
  - c) Building
    - i) Ceiling painting Complete except breezeway. Contractor will complete but requires an additional \$700, since it was not part of the original quote.
    - ii) Custodial contract-in progress
    - iii) Copier – no report
    - iv) Weston Theater - tabled
    - v) Circulation Desk – Waiting for plans
  - d) Other-
    - i) Long Term Goals – no report
    - ii) Patron Ban-tabled until review of documents that were distributed.
- E. New Business**
- a) Personnel
    - i) Technical Services Librarian hire- Kevin Robbitts approved on a motion by Diane. Bob seconded. AIF motion carried.
    - ii) Organizational chart-to be disseminated
  - b) Finance
  - c) Building
    - i) Roof flashing replacement-waiting for quotes. Water damage was repaired by painters while they were here.
  - d) Other-
    - i) Holiday Schedule 2014-to be disseminated
    - ii) Annual Report-in progress
- F. Friends Report**-no report
- G. Acceptance of Donations** –Bob moved to accept \$828.00. Diane seconded AIF motion carried.
- H. Summary of Decisions Made**-New hire approved, donations accepted.
- I. Next Meeting**- January 22, 2014
- J. Adjournment**- 7:18 p.m. on a motion by Bob which Diane seconded AIF motion carried.