

**Library Memorial Library
Trustee Meeting
January 22, 2014
Dearborn Redden Room
6:30 p.m.**

A. Call to Order - The meeting was called to order at 6:30p.m. by Chair Linda Sadlock. In attendance were Secretary/Vice Chair Bob Lamothe, Trustee Diane Crow, Treasurer Mark Hughes and Library Director Amanda Reynolds Cooper. Trustee Deb Knowlton was absent.

B. Officer's Report

- a) Secretary - minutes from 12/18/13 were approved on a motion by Mark and seconded by Bob. AIF motion carried
- b) Chairperson –
 - i) Correspondence (complaint email, end of year letter to the editor, thank you notes received) discussed
 - ii) Filing period for town offices announced
- c) Treasurer - December and January reports placed on file

C. Reports-placed on file

- 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 – Advice from town counsel to deposit check while other issues remain pending
- c) Building
 - i) Copier – no report
 - ii) Weston Theater upgrade – referred to the Friends of the Lane Library
 - iii) Circulation Desk – no report
 - iv) Roof flashing replacement – 3 quotes received. More information needed to make quotes “apple to apple” comparison. Amanda will follow-up.
 - v) Fan Coil replacements – no report
- d) Other-
 - i) Long Term Goals – no report
 - ii) Vet preference in hiring – no report
 - iii) Disruptive patron ban procedures – Tabled. Compare policies for next month

E. New Business

- a) Personnel
 - i) Part-time staff insurance under the ACA – Budget has been submitted for this year. There is no money in the budget to provide insurance or to bring employee to full time.
- b) Finance
 - i) Petty cash loss – \$75 missing. Bob suggested a small lock box be used for this going forward.
 - ii) Bookkeeping for Trustee accounts – Amanda will ask for a quote from the bookkeeper to oversee these accounts along with the library accounts.
- c) Building
 - i) Custodial Insurance – Custodian needs to provide coverage according original bid
- d) Other-
 - i) Holiday Schedule 2014 – Accepted. No changes from 2013.
 - ii) Annual Report - pending

F. Friends Report-January 8th, 2013

- We currently have 235 members.
- The Winter Wonderland Community Craft Fair and Bake Sale on December 7th was a great success. The Friends made a total of \$568.00 (table rentals and raffle/bake sale)
- The November book sale brought in \$2,072.67.
- Pay renewal for the insurance policies.
- We will be purchasing carafes for the library and Friends up to \$500.00.
- We are testing out selling candy bars at the movies.
- Diane Keyes is still working on getting us 10 days at the Poker Room in Seabrook for 2014.
- We are not having a February meeting due to people being away on vacation.
- The Valentine Tea is scheduled for Saturday, February 8th.
- We filled out paperwork to get a benefit night at The Community Oven.
- Our upcoming events
 - Valentine Tea February 8th
 - Spring Book Sale: June 4th-7th (Wed. - Sat.)
 - Fall Book Sale: November 12th – 15th (Wed. – Sat.)

G. Acceptance of Donations \$560 Mark motioned Diane seconded AIF motion carried.

H. Summary of Decisions Made-Donations accepted

I. Next Meeting- Wednesday February 19, 2014

J. Adjournment 7:45 Mark moved Diane seconded.