

**Library Memorial Library  
Trustee Meeting  
February 26, 2014  
Dearborn Redden Room  
6:30 p.m.  
DRAFT**

**Call to Order-**The meeting was called to order at 6:30p.m. by Linda Sadlock - Chair. In attendance were Bob Lamothe - Secretary /Vice Chair, Mark Hughes - Treasurer and Trustees Diane Crow and Debbie Knowles. Town attorney Mark Gearreald and Library Director Amanda Reynolds Cooper were also present. Mark Gearreald left at 6:50 p.m.

**A. Officer's Reports**

- a) Secretary - minutes from 1/22/14 approved on a motion by Diane, seconded by Mark. AIF
- b) Chairperson – Shared a report from the LGC regarding House Bill (HB) 297 currently being considered in the NH House and Senate. HB 297 will make several changes in the Trustees ability to manage their financial accounts
- c) Treasurer - report placed on file

**B. Librarian's Reports-placed on file**

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

**C. Old Business**

- a) Personnel
  - i) Part-time personnel ACA issues  
We have been advised that no cuts need to be made to part time hours until 2015. A new clause was recommended for the Personnel Policy to be considered below with other changes.
- b) Finance
  - i) Lovett Trust - Town Attorney Mark Gearreald explained the meaning of the Cy Pres motion. The motion will allow us to keep to the spirit of the Lovett donation without unnecessary encumbrances placed on the funds. Mark moved to have the town attorney represent the Trustees in a petition for Cy Pres pursuant to RSA 498:4-a. Diane seconded the motion and AIF.
- c) Building
  - i) Copier – no report
  - ii) Circulation Desk - drawings pending
  - iii) Roof flashing replacement – 2 quotes have arrived. 1 is pending. Amanda will ask that the quotes be adjusted so that they propose and estimate cost for exactly the same work.
  - iv) Fan coil replacements – We have received a quote from Dowling. The Board asked Amanda to follow-up with inquiring about alternate options.
  - v) Custodian insurance - complete
- d) Other-
  - i) Long Term Goals - pending
  - ii) Veteran preference in hiring - pending
  - iii) Patron Ban – Current policy and procedures reviewed and discussed. The Board asks the librarians to review the procedures and make a recommendation 3/19/14.
  - iv) Annual report – complete and filed

**D. New Business**

- a) Personnel
  - i) Staff evaluations – In process for part-time staff. Full-time staff will commence following part-time staff with the exception of 1 new and 1 promoted employee
  - ii) Director's quarterly performance plan - Report presented and reviewed
- b) Finance
  - i) Bookkeeper – will manage Trustee accounts on a motion by Mark and seconded by Diane. AIF
  - ii) 2013 donations - January, February, March, July, November and December donations totaling \$1.170 transferred to the library accounts from the trustee accounts on a motion by Bob, seconded by Diane. AIF.
  - iii) Deliberative session report - a motion to reduce the town budget owing to the library 2014 budget request did not succeed
- c) Building

- i) Dowling contract accepted for 2014
- ii) Extended hours Friday May 2<sup>nd</sup>, 2014 - approved in a motion by Deb, which was seconded by Mark. AIF
- d) Other
  - i) Chapter 12 Personnel Policy: Compensation and Benefits - Several sections were approved. Rewrites will continue. Final acceptance tabled until further work is finished.

**E. Friends Report** – No February meeting or report

**F. Acceptance of Donations** – January total \$689.50. Motion for acceptance by Diane, seconded by Mark. AIF.

**G. Summary of Decisions Made** – 1/22/14 minutes approved, petition for Cy Pres sanctioned, bookkeeper authorized to handle Trustee accounts, donations transferred, extended hours for May 2<sup>nd</sup> permitted, donations accepted.

**H. Next Meeting**- Wednesday March 19, 2014

**I. Adjournment**-8:40 p.m. on a motion by Mark, seconded by Bob. AIF