

Lane Memorial Library Trustees Meeting Minutes
April 30, 2014
Dearborn Redden Room
6:30PM

A. Call to Order: The meeting was called to order at 6:34PM by Linda Sadlock, Chair.

B. Attendance: In attendance were Vice Chair Bob Lamothe, Treasurer Mark Hughes, Sharon Fontaine, Secretary Deb Knowlton and Prospective Alternate Diane Crow, and Director, Amanda Reynolds Cooper. Prospective Alternate Dick Desrosiers was absent.

C. Officer's Report:

a) Secretary: Bob moved to accept the minutes of the 3/19/14 minutes. Mark seconded. AIF. Motion Carried.

b) Chairperson: Linda shared correspondence:

i) Trustees Times circular noting HB 297 passed the Senate

ii) Several members of the Board have received calls from Warren Mackensen regarding the Cy Pres petition.

iii) Notice of second Trustee orientation - June 11

iv) Letter praising Children's staff

v) Email from Friends of the Library seeking an article for Spring newsletter which Linda will write

c) Treasurer: Financials were given for both January through March and March alone and report placed on file. Reminder that we need to renew NHLTA membership.

D. Reports:

a) Director: Amanda shared a large banner with colorful "reasons" why folks come to Lane which was part of Library week celebration

i) Financials: reviewed and discussed, with Amanda noting background that answered questions on expenses. Fee for Cy Pres discussed. Motion made by Mark and seconded by Bob to direct the Trustees account to pay the Cy Pres fee to the court. Motion passed.

b-e) Various reports of Tech services, Teen services Children's services and Public services were received and placed on file: especially noting the increased activity and interest in Teen programs and redecorating of library space for them.

E. Old Business

a) Personnel: Amanda reported on successful Volunteer luncheon.

b) Finance: Cy Pres court date is set for May 22.

c) Building:

i) Receiving 2 quotes for copier. Still gathering more.

ii) Weston Theater upgrade - Friends of the Library will pay for relocation of cable. Motion made by Mark and seconded by Bob to accept this payment with thanks. Motion passed - AIF.

iii) Circulation Desk - pending 5/8 meeting

iv) Roofing: Amanda presented five estimates for roof flashing replacement. Price range was wide so Amanda will ask several more questions to verify all specifics of quote. Motion made by Mark and seconded by Bob to accept the Lambert Roofing quote for the 20" flashing with the provision that Amanda ask final questions about scuppers and drains. Motion Passed AIF.

v) Fan coil replacement: More discussion about a 2015 warrant article and initial discussion about several large upgrade projects that are pending including carpet replacement, new pneumatic controls, enlargement of windows for Children's room and upstairs bathroom. More research will allow a full plan of upgrades.

vi) Painting is complete

vii) Teen gaming area was gift from the Friends of the Library. It is in process and addition of screen mounted TV to follow.

d) Other:

i-iv) Long term goals, veteran preference in hiring, patron ban procedure and Personnel Policy (Chap 12 Benefits) all pending.

v) Trustee investment policy: reviewed last month, all trustees signed signatory page and will be sent to NH Attorney General's Office.

F. New Business

a) Personnel:

i) Amanda has completed a 6-month evaluation of new and promoted staff, Stacy and Kevin. There is a balance of health insurance money resulting from a staff resignation and we discussed a raise for staff since the default budget eliminated the approved increases. Motion made by Mark and seconded by Bob to use the balance of health insurance money available for merit increases at the discretion of the Director. Motion passed. AIF.

ii) May 22 is Bill Teschek's 35th anniversary.

b) Financials

c) Building

i) Rain garden - The library has been asked to be a host site for a public display rain garden which would be created so as to be watered only from barreled run off water. Trustees are in support of this project.

d) Other:

i) Annual calendar notation to update insurance, details of this are unclear

ii) State library survey is complete and submitted

F. Friends Report: There are currently 225 members; they are waiting for poker room dates; June 4-7 are dates for summer book sale with a second one in the fall. Monies appropriated for Summer Reading Program. Benefit night at Flatbread Company will be July 8th.

G. Acceptance of donations: Motion made by Mark and seconded by Bob to accept Weston Theater upgrade of \$699.82, \$5447.00 for the Summer Reading Program and donations of \$83. Motion passed.

H. Summary of Decisions made: Trustees pay Cy Pres court fee; acceptance of quote from Lambert Roofing; use of balance in health insurance line item for merit increases; accepted donations.

I. Next meeting: May 21, 2014.

L. Meeting adjourned: 8:10PM.on a motion by Deb, which was seconded by Sharon.

Respectfully submitted,
Deb Knowlton, Secretary