

Lane Memorial Library
Trustee Meeting Minutes
June 18, 2014
Dearborn Redden Room
6:30PM

A. Call to Order: The meeting was called to order at 6:37 PM by Linda Sadlock, Chair.

B. Attendance: In attendance were Trustee Diane Crow, Vice Chair Bob Lamothe, Treasurer Mark Hughes, Trustee Deb Knowlton, Chair Linda Sadlock, and Director Amanda Reynolds Cooper. Absent: Alternate Trustees Sue Hughes, Dick Desrosiers and prospective Alternate Trustee Chris Hendry

C. Public Hearing: The hearing was called to see whether a donation in the amount of \$5,447 from the Friends of the Library could be accepted for the support and expansion of library summer reading programs. There were no members of the public present. Bob moved and Diane seconded a motion to accept the donation. Motion passed AIF.

D. Officer's Report

a) Secretary's minutes: A motion was made by Diane and seconded by Bob to approve the minutes of the May 21 meeting. Motion passed, AIF.

b) Chairperson: Linda shared two pieces of correspondence: a letter of appreciation from the Jazz artist, Barbara London, who performed earlier in the month and a Cy Pres update from the lawyer.

c) Treasurer's Report: Mark and bookkeeper, Barbara Grimaldi, will meet and have a full report next month.

E. Reports:

a) Director:

i) Amanda highlighted both the Operating Budget and the Non-Appropriated Reports and indicated that we are on track with expenses at 44% of total budget and the half-year mark

b) Public Services: Trustees were excited that Kathleen is going on for further study. We noted that total circulation numbers are still down over the same period last year but through the door visits seem to be holding.

c) Children's Services

d) Teen Services: General activities are UP as are visits to the school systems and visits from the schools to the library.

After discussion, all reports were received and placed on file.

F. Old Business:

a) Personnel: Nothing to report

b) Finance:

i) Cy Pres Petition decision is still pending.

ii) Amanda reported on a small change she intends to make with how the monies are spent for staff which were authorized last month. The Children's Services Assistant Librarian will go from part-time to full time but will receive a merit raise earlier rather than later in the budget cycle. Trustees support this action.

c) Building:

- i) Spring Cleaning: Deb will contact Pat Navins of the Hampton Garden Club to see if she would be willing coordinate a team of volunteers, solicited by the library, to carry out the plan she presented to Linda for pruning, planting and refurbishing the library grounds as well as applying for grant monies.
- ii) Copier: Budget Document Technology has been working with Amanda, Bill and Darrell to educate and detail a comprehensive copier system for library. A print release station and photocopy station upstairs and downstairs which are all connected are part of the discussion as is wireless printing capacity. A five-year lease is the option with a buyout at the end of the lease if desired. A motion to purchase will be forthcoming.
- iii) Circulation desk: More measurements taken today. Still in the design phase.
- iv) Fan Coils: Work on the warrant article regarding the fan coil replacements will begin next month.
- d) Other: Long-term goals, veteran preference in hiring and patron ban policy are still pending.

G. New Business:

a) Personnel:

- i) Amanda reported on the progress toward healing of both staff members, Karen and Lisa. The Trustees voted to spend up to \$500 in gas cards/pizza delivery cards for the families as they continue to travel to MA for visits. We applauded the extra work of current staff re: coverage and thank the new circulation subs who are picking up their hours.

b) Finance:

- i) Amanda could not think of any large project we need to pre-save for, using the CIP fund.
- ii) Amanda is reviewing the utility bills and may add an additional \$2000 in the 2015 budget.
- iii) The 2015 Budget is due August 1st. We will work on this at the July meeting.
- iv) Other: Amanda spoke with our HVAC vendor who advised that pending the major work on the heating/cooling system, urgent on the list as two priorities are valve actuators for both upstairs and downstairs – cost in the \$1000 range.

H. Friends Report:

- The Friends currently have 225 members
- They have lined up the Poker Room as a source of revenue for December.
- The spring book sale brought in \$3757.80
- They have secured New England Zoo passes for circulation.
- A July 8 benefit evening will take place at Flat Bread Pizza
- The date of the fall book sale is set as November 12-15.

I. Acceptance of Donations:

- a) A motion was made and seconded to accept \$532 in donations. AIF

J. Summary of Decisions: The trustees at this meeting: accepted the Friend's donation for \$5,447, accepted the circulation desk donations of \$532 and approved the past month's minutes.

K. Next meeting: July 16, 2014, 6:30PM

L. Adjournment: The meeting adjourned at 7:34PM on a motion by Diane which was seconded by Mark