

Lane Memorial Library
Trustees Meeting Minutes
July 16, 2014
Dearborn Redden Room
6:30PM

A. Call to Order: The meeting was called to order at 6:38PM by Linda Sadlock, Chair.

B. In attendance were Chair Linda Sadlock, Vice Chair Bob Lamothe, Secretary Deb Knowlton, Trustee Diane Crow, Prospective Trustee Chris Hendry, and Director, Amanda Reynolds Cooper. Alternate Trustees Dick Desrosiers, Susan Hughes and Treasurer Mark Hughes were absent.

C. Officer's Report:

- a) Secretary: Diane moved and Bob seconded a motion to accept the minutes of the June minutes. Motion Carried, AIF.
- b) Chairperson: No report.
- c) Treasurer: No report.

D. Reports

- a) Director: The assembly permit inspection was carried out and completed with two minor repairs - open junction boxes will be covered and an additional fire extinguisher added in the Mechanical Room.
- b) Financials: Financials were reviewed. Amanda pointed out a credit card late fee which generated discussion about automatic payments of the monthly bills. The trustees asked Amanda to research this as a prudent alternative.
- c) Various reports of Tech services, Teen services, Children's services and Public services were received and placed on file. We asked if program attendance figures could be reported as well.

E. Old Business

- a) Personnel: Amanda gave an update on Karen Weinhold and Lisa Beaudry. They are making progress.
- b) Finance:
 - i) Cy Pres Petition updates are still pending.
 - ii) HB297 is in its final version. The bill makes small changes in how reports are given to Library Trustees (electronically).
- c) Building:
 - i) Spring clean-up has begun with two new planters and volunteers who cleaned the back corner by the exit from the children's room. Monthly cleanups will continue under direction of the Hampton Garden Club. A new cigarette disposal container will be purchased.
 - ii) Amanda has been in conversation with the Copier Company (Budget Document Technologies) about supplying the library with 2 photocopiers: 1 upstairs and 1 downstairs, and one printer. Both copiers will scan, fax, and copy. Wireless printing from devices will be possible. The issue of renting instead of leasing the copier was occasioned by a recent House Bill (1245). Amanda will ask for a legal review of the rental agreements before bringing the purchase contract before the Board.
 - iii) Drawings for the circulation desk are still pending.
 - iv) In process.
- d) Other: Long-term goals, veteran preference in hiring and patron ban procedure all still pending.

F. New Business

- a) Personnel: A motion was made by Bob and seconded by Diane to close the Library on the morning of September 18, 2014 to allow all of the staff to receive training together. Motion carried AIF.
- b) Financials:
 - i) A motion was made by Diane and seconded by Deb to transfer \$1,615 of donations into the Library account. Motion carried, AIF.
 - ii) Amanda presented the 2015 "wants" budget as invited to do by the Selectmen. The budget includes new service hours as added to the library schedule; a transition of the Children's Services Asst. Librarian from part-time to full-time; and staff merit raises. A motion was made by Bob and seconded by Deb to accept the 2015 Proposed Budget. Motion carried, AIF.
- c) Building A leak was discovered (very small, not causing much damage) will be repaired when other piping is being worked on in the same area of the library.
- d) Other: No new issues pending.

G. Friends Report There was no Friends Report.

H. Acceptance of donations: Motion was made by Diane and seconded by Bob to accept donations of \$145. Motion passed, AIF.

I. Summary of Decisions made: Accepted the minutes of June meeting; accepted the transfer of donations to library account; accepted the 2015 proposed budget; accepted donations.

J. Next meeting: August 20, 2014.

K. Meeting adjourned: Bob moved and Deb seconded a motion to adjourn at 7:46PM. AIF.