

**Library Memorial Library
Trustee Meeting
August 20, 2014
Dearborn Redden Room
6:30 p.m.**

- A. Call to Order**-The meeting was called to order at 6:36 p.m. by Chair Linda Sadlock
- B. Attendance**- Bob Lamothe (Vice Chair), Mark Hughes (Treasurer), Dick Desrosiers (Alternate), Chris Hendry (Prospective Alternate) and Library Director Amanda Reynolds Cooper.
Trustee Diane Crow and Secretary Deb Knowlton were absent
- C. Officer's Report**
- a) Secretary - approve minutes – Dick moved, Mark seconded with date correction. AIF
 - b) Chairperson
 - i) Alternate Trustee appointment – Chris Hendry. Amanda will submit the request to the BoS
 - c) Treasurer - no report
- D. Reports**
- a) Director
 - i) Financials
 - b) Public Services
 - c) Children's Services
 - d) Teen Services
 - e) Tech Services
Reviewed and placed on file
- E. Old Business**
- a) Personnel-
 - i) Update on Karen Weinhold and Lisa Beaudry
 - b) Finance-
 - i) Cy Pres Petition – pending
 - c) Building
 - i) Copier – Will ask Friends of the Library to contract the copier to avoid difficulties leasing as constrained by the Municipal Finance Act
 - ii) Circulation desk – need to engage Fire Safety Engineer to assess the desk plan.
 - iii) Warrant Article quotes
 - (1) Fan coils and thermostats – Quote from Dowling in hand, no other quotes yet.
 - (2) Carpeting – Amanda has met with all the carpenters and received quotes, quotes are for carpet squares.
 - (3) Children's Room lighting - Amanda would like more light in the Children's Room, however window wells have been determined to be a maintenance issue. Will not pursue.
Warrant Article request will be about \$115k.
 - d) Other
 - i) Long Term Goals - pending
 - ii) Veteran preference in hiring - pending
 - iii) Patron Ban procedure- pending
- F. New Business**
- a) Personnel
 - i) Director's quarterly performance report – Submitted. Comments next month
 - ii) Trustee liaison to the Friends - Tabled until next month
 - b) Finance
 - i) Automatic credit card payment – Complete. Amanda will report on spending limits next month.
 - c) Building
 - d) Other – Annual Staff dinner at Ron Jillian's on 9/8/14.
- G. Friends Report**-August 13, 2014 meeting highlights
- We currently have 2 open positions that we are in the process of filling; Vice President and Secretary.

- We have confirmed that our month for the Poker Room is December. We are still waiting on the specific dates.
- We are renewing the Boston Children’s Museum passes for 6 months for \$350.00.
- We decided we would not renew the SEE Science Center passes at this time due to low usage.
- We are combining our September board meeting and our Annual meeting. It will be Wednesday, September 10th at 10:00am in the Lane Room. We will serve refreshments. We decided on a morning meeting to try to attract some of the Friends and volunteers who are unable to attend in the evening.
- We approved a spending request from the Children’s Room for \$141.03 for an American Girl Doll Event that was held in July for the Summer Reading Program.
- Amanda requested that the Friends consider leasing the copy machines, printers, and their software that the library needs, with the proceeds going back to the Friends. The hope is that the proceeds can match the expenditures. The board agreed to meet with Amanda some time before the next regular meeting to review a contract, which is to be drafted.
- Our upcoming events
 - Next Board/Annual Meeting: September 10th at 10:00am
 - Fall Book Sale: November 12th – 15th (Wed. – Sat.)
 - Winter Craft Fair: November 22nd

H. Acceptance of Donations

- a) American Girl Doll event donations – American girl launched a new doll, book, and movie. Volunteer gathered donated items equal to \$252 for event. \$329 in other donations – Mark moved, Dick Seconded. AIF

I. Summary of Decisions Made – accepted donations.

J. Next Meeting- September 17, 2014

K. Adjournment-7:43 p.m. Mark moved, Dick seconded. AIF

Bob Lamothe, acting Secretary