

**Lane Memorial Library
Trustees Meeting Minutes
September 17, 2014
Dearborn Redden Room
6:30PM**

A. Call to Order: The meeting was called to order at 6:30PM by Linda Sadlock, Chair.

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

C. Officer's Report:

a) Secretary: A motion was moved by Deb and seconded by Chris to accept the minutes of the August. Motion Carried, AIF.

b) Chairperson: Amanda sent a letter to the NH Elevator Company regarding the after-hours charges. The NHLTA membership will be renewed.

i) The board accepted with regret the resignation of Mark Hughes (Treasurer). We will ask the selectmen to appoint Dick Desrosiers as a new board member and Mark as an alternate. Diane Crow has offered to be the Treasurer. A motion was made and seconded to appoint Diane as Treasurer. Motion passed, AIF.

c) Treasurer: No report. Bookkeepers update received and reviewed.

D. Reports

a) Director: Received and placed on file.

i) Financials: Financials were reviewed.

b-e) Various reports of Tech services, Teen services, Children's services and Public services were received and placed on file.

E. Old Business

a) Personnel:

i) Comments of Director's performance report: Tabled

ii) Trustee liaison to the Friends: Tabled

iii) Staff Dinner report: The staff dinner was great. Everyone was very appreciative of continued support of annual tradition.

iv) Amanda gave an update on Karen Weinhold and Lisa Beaudry. They are making progress and Lisa has returned to work, one morning a week.

b) Finance:

i) Credit Card Limit: Amanda researched use by each employee of the credit card. All seems in order - no changes to credit limits made.

ii) Cy Pres Petition has been granted. As of September 24 we will be past date when any further appeals may come before the court and we can begin use of the fund.

c) Building:

- i) Copier: The Friends of the Library did not vote to lease the copiers. The total for the copier, a robust printer and the software and support is about \$18,477. A motion was made by Deb and seconded by Chris to purchase the new copier from the Trustee's Fund. The motion passed AIF.
- ii) Circulation desk: The Fire Protection engineering study may not be needed. Amanda is still pursuing.
- iii) Warrant Article quotes
 - 1) Fan coils and thermostats: We are waiting for the Pro Controls quote, but Dowling has sent a quote for the coils/etc. which comes in around \$94,000. We will look at both quotes next month in shaping the warrant article. Up Tack Plumbing and Heating declined to bid
 - 2) Carpeting: Three quotes have been received for the carpeting changes. No changes.

d) Other:

- i) Long-term goals - pending
- ii) Veteran preference – pending
- iii) Patron Ban procedure - Amanda presented an updated patron ban policy which was reviewed and accepted.

F. New Business

a) Personnel

- i) Teen Service Volunteer – Conversation has begun about creating a new position - that of intern, for a candidate who would carry out programming for teens 2-6 hours per week on a volunteer basis. This has been approved with Stacy acting as the immediate supervisor. Linda pointed out the need for a background check, as with all regular employees.

b) Financial: The Budget Committee date has been set for December 10.

c) Building: no discussion

d) Other: no discussion

G. Friends Report

The Friends held their annual board meeting and appointed their officers. There are currently 228 members. They have received the Poker Room dates and the dates have been set for the Book sales.

H. Acceptance of donations: Motion was made by Chris and seconded by Deb to accept donations of \$94. Motion passed, AIF.

I. Summary of Decisions made: Accepted the minutes of the August meeting; voted to pay for the Copier from the Trustee's Fund; accepted donations.

J. Next meeting: October 15, 2014.

K. Meeting adjourned: A motion by Deb and Chris to adjourn at 7:50PM.