

**Lane Memorial Library
Trustees Meeting Minutes
November 19, 2014
Dearborn Redden Room
6:30PM**

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

B. Attendance: Chair Linda Sadlock, Secretary Deb Knowlton, Alternate Chris Hendry, Treasurer Diane Crow, Vice Chair Bob Lamothe, Dick Desrosiers and Director Amanda Reynolds Cooper.
Absent: Mark Hughes and Susan Hughes, alternates.

C. Officer's Reports

- a) Secretary - A motion was made by Diane and seconded by Dick to approve the minutes of the October 15 monthly meeting and the October 29 special meeting. Minutes will be placed on file.
- b) Chairperson - Linda reported that the letter to the editor she had written encouraging patrons to "remember the library" at Christmas has been included on Wowbrary and had run once in the Hampton Union and would be repeated next month.
- c) The treasurer's report was received, reviewed and placed on file.

D. Reports

- a) The Director's Report: Due to a busy holiday schedule, the library will not participate in the Christmas parade. On Wednesday, December 10, Amanda will attend the budget committee meeting. Specific questions will be submitted in advance.
- b) Services Reports: The Public Services, Children's Services, Teen Services and Tech Services Reports were reviewed and placed on file.

E. Old Business

- a) Personnel:
 - i) Originally intended to be a rewrite of just Chapter 12 of the Personnel Policy the Board reviewed an entire rewrite of the Personnel Policies manual for updates and corrections to be voted on next month.
 - (1) Holiday leave - One change will be Christmas Eve and New Year's Eve as CLOSED holidays. A motion was made by Bob and seconded by Diane to make this change effective beginning this year. Motion passed AIF.
 - (2) Sick leave – was discussed and will be voted next month with the entire policy
 - ii) Karen Weinhold's first day back is Tuesday December 2.
- b) Building:
 - i) Work is progressing on the circulation desk and installation of the walls is scheduled for January 27th.

- ii) Amanda will go to the selectman's meeting on November 24th to answer questions on the warrant article in the amount of \$126,812.
- iii) The photo copier service integration contract is not needed. There is a 6-8 week delivery time and remote tech assistance is available after the limited assistance offered at the time of installation. A motion was made by Bob and seconded by Dick to purchase the copier. Motion passed AIF.

c) Other:

- i) Long term goals, still pending
- ii) Veteran preference in hiring has been included in the Personnel Policy

F. New Business

a) Personnel

- i) Amanda's final quarterly performance report was distributed. It will be reviewed at our next meeting along with her performance plan. Her evaluation will be done in January.
- ii) Christmas gifts will become the extra Christmas and New Year's Eve time off.

b) Finance: We can reduce our 2015 Health Care budget line item by \$10,000 because of an overestimate of costs for 2015. There will only be a 1.33% increase over last year's budget.

G. Friends Report

- There are 230 members
- Amanda updated the progress on construction and told the meeting that a request to cover costs for new office furnishings may be forthcoming
- Another Flatbread Company benefit night is planned for the spring
- Upcoming events include the fall book sale, winter craft fair, poker room, Valentine tea and spring book sale. Next meeting is December 10.

H. Acceptance of Donations

Dick moved and Deb seconded a motion to accept \$101.00 in donations. Motion passed AIF.

I. Summary of Decision Made

Motions were made to give the employees Christmas Eve and New Year's Eve off; to purchase the photocopier and to accept donations.

J. Next meeting: December 17, 2014

H. Adjournment

A motion was made by Deb and seconded by Dick to adjourn. Adjournment called at 8:08PM.