

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

A. Call to Order: The meeting was called to order by Chair, Linda Sadlock at 6:34p.m.

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. Alternate Susan Hughes was absent.

C. Officer's Reports

a) Secretary - A motion was made by Bob and seconded by Diane to approve the minutes of the November meeting with a correction to Diane Crow's position title. AIF. Minutes will be corrected and placed on file.

b) Chairperson – Linda reported that a second request for end of the year giving was submitted to the Hampton Union. The current edition of the Trustee Times was received, as well as a thank you from CLIF. A check for \$220.00 from UMB Bank National Advisors Trust was given to the Treasurer to be deposited.

c) Treasurer - Diane provided the monthly report. There were no comments or corrections. The report will be placed on file.

D. Reports

a) b) c) e) Received and placed on file

d) Not received. January report will cover both December and January.

E. Old Business

a) Personnel:

i) Final comments and corrections were made to the Personnel Policy. Specific issues will be moved to create an addendum. These items are subjected to annual review. These included: health care benefit percentages, tuition reimbursement, vacation, sick and bereavement leave. Dick made a motion to accept the policy, which was seconded by Bob. AIF. Motion passed.

ii) Chair Linda explained the procedure for expediting the Director's Annual Evaluation which will be completed by next meeting.

iii) Both Karen and Lisa are back to work.

b) Finance:

i) January 6th and 8th are the dates at which the warrant article will be reviewed by the Budget Committee. January 14th, snow date January 20th, are dates for the public hearing on the 2015 budget proposal.

c) Building:

i) The walls for the new office spaces will be shipped January 21 and installed in late January. The circulation desk components are estimated to be completed by January 15 and the sprinkler head still needs to be installed prior to these other installations.

d) Other: Long term goals pending.

F. New Business:

a) Personnel

i) Holiday gifts for Volunteers: no action taken.

b) Finance:

i) Terrorism insurance – pending

ii) A request was received for tuition reimbursement for a class taken in 2014. Monies are available to award this reimbursement. A motion was made by Bob and seconded by Dick that upon review of the 2014 tuition reimbursement policy that expires 12/31/2014, that we strike “per full-time” before the word, “employee”. This will allow the discretion of the Director, guided by the personnel handbook, to attach an amount to this tuition reimbursement. AIF.

c) Building – no new business

d) Other: \$5,000 was encumbered for contingency on a motion made by Dick and seconded by Diane. AIF. Motion passed

G. Friends Report: No meeting was held this month.

H. Acceptance of Donations: Deb moved and Dick seconded a motion to accept \$64.00 in donations. Motion passed AIF.

I. Summary of Decisions Made: Motions were made to amend the current tuition reimbursement policy, to accept the discretion of the director to act regarding the personnel practices in place until the end of this year, to encumber \$5,000 of unexpended monies in the budget for contingency and to accept the \$64.00 in donations.

J. Next meeting: January 21, 2015.

K. Adjournment: A motion was made by Deb and seconded by Dick to adjourn. Adjournment called at 7:46PM.