

Lane Memorial Library Trustees Meeting Minutes
January 21, 2015
Dearborn Redden Room
6:30PM

A. Call to Order: The meeting was called to order at 6:35PM by Vice Chair, Bob Lamothe.

B. Attendance: Secretary Deb Knowlton, Alternate Chris Hendry voting for Linda Sadlock, Treasurer Diane Crow, Vice Chair Bob Lamothe, Dick Desrosiers and Director Amanda Reynolds Cooper. Linda Sadlock was absent.

C. Officer's Reports:

- a) Secretary - A motion was made and seconded to approve the minutes of the December 17 monthly meeting. Motion passed, minutes will be placed on file.
- b) Chairperson: No report
- c) Treasurer: Diane reported that the sum of \$18,477 had been spent from the Prime Money Market account for the photocopiers. Report received and place on file.

D. Reports:

- a) The Director's Report: Amanda reported that the new offices will arrive on the 26th, the photocopiers have been delivered, sump pump broke and was repaired. Under financials, we noted that the end of year donations had increased and we offered a note of appreciation for Linda's letter and patron's donations.
- b) Services Reports: The Public Services, Children's Services, Teen Services and Tech Services Reports were reviewed and placed on file, with appreciation for increased activity in teen and children's areas.

E. Old Business:

- a) Personnel: The trustee responses to the Director's Annual Evaluation have been tallied and after review of the tally, the Personnel Committee will meet with Amanda to present the evaluation.
- b) Finance:
 - i) There were no questions about the library budget at the Public Hearing
 - ii) Warrant article #23 pertains to library spending in 2015. Warrant #23 has been reviewed by Budget Committee and will be taken up at deliberative session on January 31.
- c) Building:
 - i) The sprinkler head is installed and passed the operation test. Shelving units will be moved in anticipation of the arrival of the office walls.
- d) Other:
 - i) Long term goals pending
 - ii) Terrorism insurance pending

F. New Business:

a) Personnel: No report.

b) Finance:

i) Motion made by Dick and seconded by Chris to move the July-December donations received, totaling \$1,372, from the trustees' account to the library non-appropriated account. Motion passed. AIF.

ii) Motion made by Dick and seconded by Deb to encumber the unspent 2014 funds, \$9,164 to complete the desk renovation, \$5,128 for library contingencies. Motion passed. AIF.

c) Building: No report.

d) Other:

i) The Trustee meeting schedule continues as the third Wednesday of the month in 2015, excepting April (moved to 22), and September (23).

ii) Amanda has finished and filed the Library Annual Report for inclusion in the Town Reports.

iii) Diane and Dick have filed for town elections to have their names placed on the ballot for re-nomination.

G. Friends Report: Included dates for Board meeting (Feb 11), the Valentine Tea (Feb 14) and the Book Sale (June 3-6).

H. Acceptance of Donations: Motion made by Diane and seconded by Dick to accept \$637 in donations for December. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes, to move donation funds from July to December in the Trustee donation account to the non-appropriated account; to encumber 2014 funds; to accept December donations.

Next meeting: February 18, 2015.

F. Adjournment: A motion was made by Chris and seconded by Dick to adjourn. Adjournment called at 7:53PM.