

**Library Memorial Library
Trustee Meeting Minutes
February 18, 2015
Dearborn Redden Room
6:30 p.m.**

- A. Call to Order** at 6:30 by Chairperson Linda Sadlock.
- B. Attendance.** In addition to Linda, Vice chair Bob Lamothe, Treasurer Diane Crow, Trustee Dick Desrosiers and Director Amanda Reynolds Cooper were in attendance. Alternate Chris Hendry arrived at 6:35. Secretary Deb Knowlton was absent.
- C. Officer's Report**
- a) Secretary - The 1/21/15 minutes were approved on a motion by Diane, seconded by Dick. AIF
 - b) Chairperson
 - i) Thank you note from an employee for tuition reimbursement. Article in Hampton Union on the Friends of the Library Valentine's Day Tea and the Library Trustee newsletter ed.
 - ii) Gift for Hampton child of a drawing of Superman
 - c) Treasurer – Reviewed and placed on file
- D. Reports** - Reviewed and place on file
- a) Director
 - i) Financials
 - b) Public Services
 - c) Children's Services
 - d) Teen Services
 - e) Tech Services
- E. Old Business**
- a) Personnel-
 - i) Director's Annual Evaluation - Final which was presented on February 14th by the Personnel Committee was signed and placed on file. The Director's self-evaluation and 12 month goals and aims will be used for her 2015 evaluation. The to-do list for this year was updated and will be sent to the Board.
 - b) Finance-
 - i) Budget-The default and requested budget for the library for 2015 are the same. We anticipate that there will be unexpended health insurance funds during this period of time and will encumber those funds at this end of this year.
 - c) Building
 - i) Circulation desk update - scheduled to be installed this month
 - ii) Warrant Article update - The board was encouraged to write letters to the editor of the Hampton Union in support
 - d) Other
 - i) Trustee meeting schedule – November conflict-The date will be Tuesday, November 17th
 - ii) Long Term Goals - pending
 - iii) Terrorism insurance – pending
- F. New Business**
- a) Personnel-
 - i) Long-time volunteer John Holman has retired.
 - ii) Letter to patron - regarding administrative/financial conversations with staff is in draft and will be sent
 - iii) Staff Evaluations - in progress
 - b) Finance-
 - i) 2014 Health insurance unexpended funds-The amount is \$8,438.78.
 - ii) Annual Audit - Form from Plodzick and Sanderson was update and signed by all in attendance.

- c) Building
 - i) Teen area wall - \$7,059 of the 2014 unexpended health insurance funds will cover this purchase on a motion by Bob and Dick. AIF.
- d) Other- SNOW A patron/volunteer submitted an accessibility reminder from the ASCLA regarding snow piles. She will be advised that we and the Town are doing the best we can under these extreme conditions. A notice will be placed on the website regarding the closure of the ramp.

G. Friends Report

The Valentine's Day Tea was a great success. They will be promoting Article # 23 and submitting paper work for additional days at the Poker Room. A fund raiser at the Flatbread Company will be on June 9th. A volunteer of the month program is being discussed. Receipts for recent office furniture purchases will be submitted for reimbursement consideration. Their next board meeting will be March 11th and the spring book sale will be June 3rd to the 6th.

H. Acceptance of Donation-\$41.00 was accepted on a motion by Diane and Chris. AIF.

I. Summary of Decisions Made-The wall in the teen area was approved and donations accepted

J. Next Meeting- March 18, 2015

K. Adjournment at 7:25 on a motion by Chris and Dick. AIF.

Respectfully submitted by Linda Sadlock for Deb Knowlton