

**Lane Memorial Library Trustees
Meeting Minutes March 18, 2015
Dearborn Redden Room
6:30PM**

A. Call to Order: The meeting was called to order at 6:35PM by Chair, Linda Sadlock.

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

C. Officer's Reports

- a) Secretary - A motion was made by Diane and seconded by Bob to approve the minutes of the February monthly meeting. Motion passed, minutes will be placed on file.
- b) Chairperson: No report.
- c) Treasurer: Diane discussed highlights of report. Report received and place on file.

D. Reports

- a) The Director's Report: Amanda shared that three computers had been removed upstairs but this has created no increase in wait time for printing or computer use.
- b) – e) Services Reports: The Public Services, Children's Services, Teen Services and Tech Services Reports were reviewed and placed on file, with clarification that all ILL transactions going forward will be included in the reference question monthly tally.

E. Old Business

- a) Personnel – no discussion
- b) Finance – no discussion
- c) Building
 - i) Amanda reported that the corner pieces for the new circulation desk did not quite meet specifications. After further milling they will be installed.
 - ii) Chairperson Linda offered to write a letter to the editor thanking the public for their support of the library warrant article which allows for continued update of the building and care for the books.
- d)Other i) Long term goals and ii) terrorism insurance are still pending.

F. New Business:

- a) Personnel: Volunteer luncheon will be held April 23 at 12:30. A motion was made by Chris and seconded by Deb to expend up to \$1,000 from non-

appropriated funds to cover costs for Luncheon. Motion passed, AIF.

b) Finance

- i) Amanda conferred with Town Manager Welch regarding the default budget house bills. She urged trustees to stay aware of the deliberations.
- ii) We don't have numbers yet for health insurance reimbursements.
- iii) The library's annual audit found all in order.

c) Building

- i) Status of the elevator inspection will be determined for completion before 3/31/15.
- ii) Status of the boiler inspection was unclear but the State is very diligent and timely with this annual inspection.
- iii) Spring clean-up needs to include replacing the broken parch bench on Academy Ave, the replacement of the no parking sign by the Town, a repair of the library parking signs and the usual pruning and weed removal

d) Other

- i) National Library Week is April 12-18. The library will take note with an author event.
- ii) The election of officers resulted in Bob Lamothe taking the chair, Dick Desrosiers becoming Vice Chair, Diane Crow remaining as treasurer and Deb Knowlton continuing as secretary. Chris Hendry will continue as alternate.

G. Friends Report: The Friends are updating their brochure, finishing a spring newsletter, and preparing for the Flat Bread fund-raiser and June Book sale. They will donate \$449 for Amanda's desk.

H. Acceptance of Donations: Motion made by Chris and seconded by Bob to accept \$425 in donations for February and the Memorial Donation in memory of Edith U. "Dede" Smith in the amount of \$1,025. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes, to fund the volunteer luncheon from non-appropriated funds, and to accept February donations and the Dede Smith donation.

J. Next meeting: April 15, 2015.

K. Adjournment A motion was made by Chris and seconded by Diane to adjourn. Adjournment called at 7:31PM.