

Lane Memorial Library
Trustee Meeting Minutes
June 17, 2015
Dearborn Redden Room
6:30PM

A. Call to Order: The meeting was called to order at 6:43 PM by Chair, Bob Lamothe.

B. Attendance: In attendance were, Deb Knowlton, Dick Desrosiers, Bob Lamothe and Amanda Reynolds Cooper. Absent: Diane Crow, Linda Sadlock, Chris Hendry.

C. Officer's Report

- a.) Secretary's minutes: A motion was made by Dick and seconded by Deb to approve the minutes of the May meeting. Motion passed, AIF.
- b.) The Chair shared a "thank you" note from Lisa Beaudry.
- c.) Treasurer's Report: The report was reviewed. Investment income is down in all funds. The report was accepted and placed on file.

D. Reports

- a) Director: Amanda highlighted the Operating Budget, explaining various items. The carpet installation is complete. The pavers are down. Installation of the teen wall will be delayed but the bench arrived.
- b-e) Public services, Teen services, Children's Services and Tech Services Reports: Trustees reviewed and appreciated all reports. Reports were received and placed on file.

E. Old Business

- a) Personnel: No report.
- b) Finance: Amanda will have draft 2016 budget request ready for review in July.
- c) Building: No report.
- d) Other:

F. New Business

- a) Personnel:
- b) Finance: Amanda raised question of where to deposit photocopier income. Trustees decided to deposit in the Citizen's Money Market account and would like a regular report of income and maintenance expenses.
- c) Building:
 - i) Work on the HVAC bids is nearly complete. Will be ready for release Monday 6/29

d) Other: Spending limits policy for Lane Library was reviewed. Trustees agreed to the following changes:

-Expenditures between \$500 - \$1,000 require at least three ~~written or~~ verbal quotations. All quotations should be documented ~~and attached to a purchase order.~~ The department head will consult with the Director before making the purchase.

-Expenditures between \$1,001 - ~~\$5,000~~ **\$15,000** require at least three written quotations. ~~Quotations should be attached to the purchase order.~~ If the lowest quotation is not accepted, a detailed explanation must be given. Department heads will consult with the Director before making the purchase.

-Expenditures in excess of ~~\$5,000~~ **\$15,000** require the use of a competitive bid process. Competitive bids must be advertised ~~in at least one local paper~~ and follow the town competitive bid procedure.

Motion made by Dick and seconded by Deb to accept the spending limit policy as updated. Motion passed, AIF.

G. Friends Report: The Friends voted Wendy Lewis the Volunteer of the month for June. Poker Room dates for 2015 have not been announced; the book sale brought in ~\$,3500. July 8 will be next meeting and November 18 through 25 are the dates for the next book sale. Motion made and seconded to fund the Children's Room, American Doll event with \$150.

H. Acceptance of Donations: A motion was made by Dick and seconded by Deb to accept \$65 in donations from the Circulation desk and \$150 from the Friends. Motion passed. AIF

I. Summary of Decisions: The trustees at this meeting: accepted the Friend's donation, accepted the circulation desk donations, voted to accept the updated Spending limits policy and accepted the minutes of the May meeting.

J. Next meeting: July 15, 2015, 6:30PM

K. Adjournment: A motion was made by Deb and seconded by Dick to adjourn the meeting at 7:30PM.