

**Lane Memorial Library
Trustee Meeting Minutes
October 21, 2015
Dearborn Redden Room
6:30PM**

DRAFT

- A. Call to Order:** The meeting was called to order at 6:31 PM by Chair, Bob Lamothe.
- B. Attendance:** In attendance were, Diane Crow, Treasurer, Chris Hendry, Alternate, Deb Knowlton, Secretary, Bob Lamothe, Chair, Dick Desrosiers, Trustee, Linda Sadlock, Trustee, Amanda Cooper, Library Director, Paulina Shadowens, Head of Children's Services and guests: Chris, Ben and Melanie Muns, and Atty. Elizabeth A. Bailey
- C. Public Hearing Regarding Employee Dismissal:** The hearing opened with a brief explanation given by Atty Elizabeth Bailey regarding her role. She was present to offer the simple rules for each party to follow during the hearing. Amanda offered a brief verbal statement, followed by a written statement from Ben. Questions were exchanged before Paulina offered a verbal statement. Another opportunity for questions and responses followed. Discussion closed. The Muns family departed. Bob moved and Dick seconded a motion to move the Board of Trustees into a brief, non-meeting session with Atty Bailey. After her departure, Dick moved and Diane seconded a motion to close the non-meeting and move back into public session to deliberate the question as to whether grounds existed to sustain an employee dismissal. Diane moved and Dick seconded a motion to uphold the dismissal. A written copy of the decision will be mailed to the employee within 5 days.
- D. Officer's Report**
- a.) Secretary's minutes:** A motion was made by Dick and seconded by Diane to approve the minutes of the September 23 meeting. Motion passed, AIF.
 - b.) Chair:** No correspondence to report.
 - c.) Treasurer's Report:** The report was reviewed, noting that there was a small increase in the investment income over last month. The report was accepted and placed on file for audit.
- E. Reports:**
- a) Director:** The report was reviewed, no action necessary. The monthly financial reports were reviewed and various line items were explained.
 - b) Public services, Teen services, Children's Services and Tech Services Reports:** Trustees reviewed and appreciated all reports. Notice was taken that computer classes will now be offered on a rotating basis by Stacy, Amanda and Bill. Reports were received and placed on file.
- F. Old Business**
- a) Personnel:** Amanda requested an amendment to her previous FMLA Leave Request to extend her leave request by one and one-half days. Linda moved and Diane seconded a motion to accept the FMLA Leave request extension by 1 and ½ days. Motion passed, AIF.
 - b) Finance:** The proposed 2016 budget has been amended by the Finance Department,

approved by the Board of Selectman. After it was submitted and reviewed, health care costs rose, so Dick moved and Diane seconded a motion to accept an amended budget for 2016. Motion passed, AIF.

c) Building: Children's Room fan coil issues were discussed. Items already ordered for the rest of the building will arrive in mid and late November. Motion made by Dick and seconded by Linda to approve the new proposal for Children's Room fan coils. Motion passed, AIF.

d) Other: None

G. New Business:

a) Personnel: A request was made by Amanda to close the library for staff meetings once a quarter on a Friday from 9 until 11AM. Dick moved and Deb seconded to allow the library to close once a quarter from 9-11AM to hold a staff meeting. These dates will not overlap with days the schools are closed. Motion passed, AIF.

b) Finance:

-The Budget Committee review will occur on Tuesday, November 17.

-The Budget Committee, IT subcommittee would like to meet with the library. The request will be routed to Bob for response.

c) Building: None

d) Policy: The Personnel Policy needs to be reviewed and updated. On the agenda for next month's meeting.

e) Events:

a. NELA annual conference occurs October 25-27.

b. On Veterans Day, the library will be open from 9-5 and Children's programs are planned.

f) Other: None

H. Friends of the Library Report: Christine Bushway has been elected as a new officer, she will share the Vice-Presidency with Patt Walker. Diane Crow has been chosen as the November volunteer-of-the-month. Fundraising re: charitable gaming earned ~\$10,000 and the Friends budgeted an increase in their donation to the summer reading program. Approval of spending request to purchase book bins for Children's Room. A letter to the Editor will be written to increase awareness of the group and upcoming events include: November 3, First grade book sale, the 12th, board meeting; the 14th, Winter Craft and Bake Sale and Book sale – 18th -21st.

I. Acceptance of Donations: A motion was made by Dick and seconded by Deb to accept \$144 in donations from the Circulation desk. Motion passed. AIF.

J. Summary of Decisions: The trustees at this meeting: Moved to uphold the dismissal; to extend the FMLA leave days; to accept the amended 2016 budget; approval the purchase of children's room fan coils; close the library quarterly for staff meetings for 2 hours per quarter; and to accept \$144 in circulation desk donations.

K. Next meeting: Thursday November 19, 2015, 6:30PM

L. Adjournment: A motion was made by Dick and seconded by Deb to adjourn the meeting at 9:12 PM.