

**Lane Memorial Library
Trustee Meeting Minutes
November 19, 2015
Dearborn Redden Room
6:30PM**

- A. Call to Order:** Chair, Bob Lamothe called the meeting to order at 6:34 PM.
- B. Attendance:** In attendance were, Diane Crow, Treasurer; Chris Hendry, (Voting for Dick Desrosiers) Alternate; Deb Knowlton, Scribe; Bob Lamothe, Chair; Linda Sadlock, Trustee; Amanda Cooper, Library Director.
- C. Meeting with Municipal Budget Committee IT Sub-Committee:** This meeting not held.
- D. Officer's Report**
- a.) Secretary's minutes:** A motion was made by Linda and seconded by Diane to approve the minutes of the October 21st and 23rd meetings. Motion passed, AIF.
 - b.) Chair: Correspondence:** A copy of the Superior Court judgement was received from Mark Gearreald regarding the case Porters vs. Town of Sandwich. Mr. Gearreald encouraged Boards of Trustees to be reminded about not using email for decision making purposes. Bob offered to write an end-of-year Holiday Gift-giving reminder for publication as a Letter to the Editor in the Hampton Union.
 - c.) Treasurer's Report:** The report was reviewed, noting that there was a small decrease 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 Operating Budget, was 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.
- F. Old Business**
- a) Personnel:** Amanda reminded the Board that the first staff meeting that will include the closing of the library during the meeting will occur in December.
 - b) Finance:** The proposed 2016 budget has gone before the Town Budget Committee and might next be discussed at the Public Hearing in January 2016.
 - c) Building:** HVAC fan coil and digital thermostat project is underway.
 - d) Other:**
- G. New Business:**
- a) Personnel:** Holiday gifts: Linda moved and Chris seconded a motion to give holiday gifts to the staff in proportion to the hours worked with the total amount being no more than \$500. Motion passed, AIF.
 - b) Finance:** none
 - c) Building:** none

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

- H. Friends of the Library Report:** The Friends chose Mary Ertl as the December Volunteer of the month. They sent out the fall newsletter and their third annual Craft/book sale netted \$651.94. Upcoming events include: Fall Book sale (November 18-21), Valentine Tea, February 13, 2016, Spring Book Sale, June 1-4, 2016, and next meeting, January 13, 2016.

- I. Acceptance of Donations:** A motion was made by Linda and seconded by Diane to accept \$54 in donations from the Circulation desk. Motion passed. AIF.

- J. Summary of Decisions:** The trustees at this meeting: Moved to accept the minutes, to authorize monies for staff holiday gifts and to accept \$54 in circulation desk donations.

- K. Next meeting: December 16, 2015, 6:30PM**

- L. Adjournment:** A motion was made by Chris and seconded by Deb to adjourn the meeting at 8:00 PM.