

**Lane Memorial Library
Trustee Meeting Minutes
December 16, 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, Alternate; Deb Knowlton, Scribe; Bob Lamothe, Chair; Linda Sadlock, Trustee; Dick Desrosiers, Trustee; Amanda Cooper, Library Director.
- C. Officer's Report**
- a.)** Secretary's minutes: A motion was made by Diane and seconded by Linda to approve the minutes of the November meeting. Motion passed, AIF.
 - b.)** Chair: No Report.
 - c.)** Treasurer's Report: The report was reviewed, discussed, placed on file for audit.
- D. Reports:**
- a) Director:** The report was reviewed and good progress of the HVAC noted. The financial reports, were reviewed and various line items were explained.
 - b-e) Public Services, Teen Services, Children's Services and Tech Services Reports:** Trustees reviewed and appreciated all reports.
- E. Old Business**
- a) Personnel:** Amanda reported that the first staff meeting that involved the closing of the library had occurred. She very much appreciated the chance for all staff to be present.
 - b) Finance:** The proposed 2016 budget has gone before the Town Budget Committee. Trustees discussed whether to pursue one further wealth management provider. Dick will invite representatives from a firm he has experience with to attend a future meeting.
 - c) Building:** Children's Room HVAC fan coil project is underway and they are making great progress. Other pipe and heating issues were also resolved when walls were opened.
 - d) Policy:** A motion was made by Linda and seconded by Diane to accept the proposed changes to page 57 of the personnel handbook, including a review by Bill and the Municipal Government Center for RSA compliance. Changes are related to employee hearing practices. Motion passed, AIF.
 - e) Other:** none
- F. New Business:**
- a) Personnel:**
 - i. Discussion of Goals and Objectives for 2016. Will revisit in January.
 - ii. Amanda requested financial support in order to attend a course that will be held in June, sponsored by Harvard University. A motion was made by Linda and seconded by Dick to use monies for the course, including commuting expenses, from non-appropriated funds. Motion passed, AIF.
 - b) Finance:** 2015-2016 Encumbrances were presented and discussed. A motion was made by Deb and seconded by Dick to approve encumbering \$18,000 for 2015-2016 year for

the Children's Room window project and general repairs. Motion passed, AIF. CD Racks and a new sewage ejector pump will be ordered this year.

c) **Building:** Amanda will prepare the 2016 Holiday Schedule for the January 20 meeting.

d) **Policy:** none

G. Friends of the Library Report: No meeting held in December.

H. Acceptance of Donations: Linda moved and Diane seconded a motion to accept \$57 in donations from the Circulation desk and donation of Children's Services book bins valued at \$720 from the Friends of the Library. Motion passed. AIF.

I. Summary of Decisions: The trustees at this meeting: Moved to accept the minutes, to accept the revisions to the personnel policy, page 57; to fund a course for Amanda; to encumber \$18,000 and to accept \$57 in circulation desk donations and \$720 value in donated book bins.

J. Next meeting, January 20, 2016 6:30PM

K. Adjournment: A motion was made by Linda and seconded by Diane to adjourn the meeting at 7:47 PM.