

**Lane Memorial Library
Trustee Meeting Minutes
January 20, 2016
Dearborn Redden Room
6:30PM**

- A. Call to Order: Chair, Bob Lamothe called the meeting to order at 6:33 PM.
- B. Attendance: In attendance were, Diane Crow, Treasurer; Chris Hendry, Alternate; Deb Knowlton, Scribe; Bob Lamothe, Chair; Dick Desrosiers, Trustee; Amanda Cooper, Library Director
- C. Officer's Report
- a.) Secretary's minutes: A motion was made by Dick and seconded by Deb to approve the minutes of the December 16th meeting and the special meeting of January 7. Motion passed, AIF.
 - b.) Chair: Chris Hendry has decided to become a candidate for Library Trustee and will file for candidacy this week.
 - c.) Treasurer's Report: The report was reviewed, discussed, placed on file for audit.
- D. Reports:
- a) Director: Amanda has completed the Annual Town Report. The Operating Budget was reviewed and discussed with explanations for overages as noted.
 - 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 has begun conversations with staff about 2016 goals. With Bill's departure, one goal is create a stable Tech Services department by the end of 2016.
 - b) Finance:
 - i) Wealth Management Firm: Kennebunk Investment Services Rep. Seth McNally spoke with Trustees regarding our investment strategies, and prospective management of Trustee account.
 - ii) The proposed 2016 encumbered amount will be finalized next month.
 - c) Building:
 - i) HVAC fan coil and thermostat project is complete as of January 20. Other small items such as repainting and replacing small carpet squares can now be accomplished.
 - ii) : A motion was made by Chris and seconded by Diane to approve the 2016 holiday as presented, closing the library on the Saturday before and the Monday following Christmas and New Year's Day. Motion passed, AIF.

d) Policy: Revisions to the Dismissal policy were introduced and trustees invited to vote on revisions next month.

e) Other:

F. New Business:

a) Personnel:

i) Trustees will complete yearly review for Amanda by February meeting.

ii) One applicant has applied for the position of Head of Tech Services thus far.

b) Finance: Deb moved and Chris seconded a motion to transfer the July-December 2015 donations in the amount of \$818. Motion passed, AIF.

c) Building: Amanda presented a quick energy review detailing that January utility use was the second lowest it has been in nine years.

d) Leave Policy: A motion was made by Diane and seconded by Dick to accept the leave policy as updated. Motion passed, AIF.

e) Other

i) 2016 Trustee meeting schedule distributed

ii) A motion was made by Dick and seconded by Chris to dispose of old Trustee banking files that go back to 1980s. Motion passed, AIF.

iii) The trustees will work on recruitment to fill open Alternate positions on the board.

G. Friends of the Library Report: Two timely discussions included the updating of contact lists and how to use two welcome donations totaling \$2,300. Anne Young was chosen Volunteer of the month. Fall book sale netted \$2,500 and the Valentine Tea is February 13; the Spring Book Sale, June 1-4, 2016. Next Friends Board meeting, February 10, 2016.

H. Acceptance of Donations: Dick moved and Chris seconded a motion to accept \$237 in donations from the Circulation desk and \$246.71 from the Friends for a new HDMI outlet in the Weston Theater. Motion passed. AIF.

I. Summary of Decisions: The trustees at this meeting: Moved to accept the minutes, to transfer donations July-December 2015; to adopt the leave policy; to approve the holiday schedule; to send old bank files to the shredder and to accept \$237 in circulation desk donations and \$246.71 for HDMI outlet.

J. Next meeting, February 17, 2016 6:30PM

K. Adjournment: A motion was made by Chris and seconded by Diane to adjourn the meeting at 8:34 PM.