

**Lane Memorial Library
Trustees Meeting Minutes
February 17, 2016
Dearborn Redden Room
6:30PM**

A. Call to Order: The meeting was called to order at 6:33PM by Chair, Bob Lamothe.

B. Attendance: Secretary Deb Knowlton, Alternate Chris Hendry voting for Dick Desrosiers, Chair Bob Lamothe, Trustee, Linda Sadlock, Treasurer Diane Crow and Director Amanda Reynolds Cooper. Trustee, Dick Desrosiers was absent.

C. Officer's Reports

- a) Secretary: A motion was made by Diane and seconded by Chris to approve the minutes of the January 20 monthly and the February 6 special meeting. Motion passed, AIF.
- b) Chairperson: Shared correspondence.
- c) Treasurer: We discussed highlights of report. Report received and place on file.

D. Reports

- a) The Director's Report: Amanda's report was received and reviewed.
- b-e) Services Reports: The Public Services, Children's Services, Teen Services and Tech Services Reports were reviewed and placed on file.

E. Old Business

- a) **Personnel:** Amanda's 2016 Goals and Objectives will be discussed next month. Department Head goals will be part of their annual evaluations with Amanda.
- b) **Finance:**
 - i) A decision on which wealth management firm the trustees might choose was tabled until the April meeting.
 - ii) Linda moved and Deb seconded a motion to encumber the addition 2015 amount of \$3,248. Motion passed, AIF.
- c) **Building:** none
- d) **Policy:** Personnel Policy Section 20, Notice of Proposed Dismissal: Bill T. reviewed as did a Municipal Government lawyer and both deemed section 20 ready for amendment. One final change was approved; the phrase "at the discretion of the Director" was added to this sentence regarding paid administrative leave:
 - The employee shall be advised that he/she will remain on active status during the notice period or may be granted paid administrative leave at the discretion of the Director.Linda moved and Chris seconded a motion to amend section 20, Notice of Proposed Dismissal. Motion passed AIF.

F. New Business:

a) **Personnel:**

i) At 7:37PM we went into nonpublic session on a motion made by Diane and seconded by Chris for the specific statutory reason cited as RSA 91-A:3, II (a). Public session was reconvened at 7:54PM on a motion by Diane and seconded by Chris, AIF.

ii) The Director's Annual Evaluation will be done in March.

b) **Finance:** The town audit of 2015 Library financials is underway .

c) **Building:** Amanda shared plans for furnishing a new Study Room with Edith "Dede" Smith donations. It was agreed that donations could be used from the Friends of the Library as well as monies from the Citizen's account to complete the work.

d) **Policy:** Personnel Policy Section 20, Ending your Employment: Linda moved and Diane seconded a motion to accept the amendments in the personnel policy suggested in section 20, Ending your Employment. Motion passed, AIF. The policy will now read:

If you decide to leave the Lane Memorial Library for another position notify the Library Director in writing about your plans. We expect 2 weeks notice if you are employed part-time or 4 weeks if you are employed full-time. This allows time to calculate your final paycheck and accrued overtime, vacation pay, holiday pay and any other money that we owe you.

G. Friends Report: No Friends report.

H. Acceptance of Donations: Motion made by Chris and seconded by Diane to accept a new popcorn machine purchased by the Friends. Motion passed, AIF. A motion was made by Diane and seconded by Chris to accept \$569 in donations from the Circulation desk. Motion passed, AIF. A motion was made by Deb and seconded by Chris to accept \$3,375 in additional donations from the Friends to furnish the new study room. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes, to encumber additional 2015 monies, to amend sections 20, Notice of Proposed Dismissal and Ending your Employment, to go into non-public session, to reassert a previous salary offer, , to leave non-public session, to accept the popcorn machine, to accept circulation desk donations, to accept Friends donation.

Next meeting: March 16, 2016.

F. Adjournment A motion was made by Linda and seconded by Deb to adjourn. Adjournment called at 8:14PM.

**Lane Memorial Library
Trustees Nonpublic Session Minutes
February 17, 2016
Dearborn Redden Room
7:30PM**

Members Present: Secretary Deb Knowlton
Alternate Chris Hendry voting for Dick Desrosiers
Chair Bob Lamothe
Trustee, Linda Sadlock
Treasurer Diane Crow
Director Amanda Reynolds Cooper

Motion to enter Nonpublic Session made by Diane, seconded by Chris

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II (a) The compensation of a public employee

Roll Call vote to enter nonpublic session:	Deb Knowlton	yes
	Chris Hendry	yes
	Bob Lamothe	yes
	Linda Sadlock	yes
	Diane Crow	yes

Entered nonpublic session at 7:37 p.m.

Question: should proposed salary offer for Head of Tech Services be further negotiated? – Final decision was: No, represent original offer.

Motion to leave Nonpublic Session and return to public session made by Diane, seconded by Chris, AIF.

Public session reconvened at 7:54 p.m.

These minutes recorded by Deborah Knowlton