

**Lane Memorial Library
Trustees Meeting Minutes**

March 16, 2016

Dearborn Redden Room

6:30PM

A. Call to Order: The meeting was called to order at 6:41PM by Chair, Bob Lamothe

B. Attendance: Chair, Bob Lamothe, Secretary Deb Knowlton, Treasurer Diane Crow, Trustees Chris Hendry, Dick Desrosiers, Prospective Alternate, Elizabeth Keroack, and Director Amanda Reynolds Cooper.

C. Officer's Reports

a) Secretary: A motion was made by Diane and seconded by Chris to approve the minutes of the February 17, 2016 monthly meeting. Motion passed, AIF.

b) Chairperson: Shared correspondence.

c) Treasurer: We discussed highlights of report which included small increases in several accounts. Report received and place on file.

D. Reports

a) The Director's Report and Financial Reports: Amanda's reports was reviewed and received.

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 is still receiving the 2016 Goals and Objectives; they will be discussed next month.

b) Finance:

i) A decision on which wealth management firm the trustees might choose was tabled until the April meeting.

ii) Dick moved and Deb seconded a motion to encumber the additional 2016 amount of \$1,894.34. Motion passed, AIF.

iii) The 2016 budget as proposed was adopted by the voters with our thanks.

c) Building: none

d) Policy: none

e) Other: none

F. New Business:

a) Personnel:

i) The Director's annual evaluation will occur in April.

ii) The position of Technical Services Librarian (aka Cataloger) has been posted and 11 applications have been received. Posting closes on Monday, the 21st. Two applicants meet all criteria at this point.

iii) Children's Room Page: Bea Fernandes needed to resign, giving two weeks' notice. One application received for vacated position.

iv) Assistant Director Position: There is potential for promotion from within current staff. Trustees directed Amanda to begin with a job description.

- v) Bill Teschek's retirement party planning is in process. March 29 is the date, 6:30. A motion was made by Dick and seconded by Chris to provide \$500 toward expenses from the Trustee's account. Motion passed, AIF.
- b) Finance:
- i) Update and renew Investment Policy – will hold action until after investment planer decision is reached
 - ii) Volunteer luncheon plans for the Thursday of National Library week were reviewed. A motion made by Chris and seconded by Dick to use \$750 from non-appropriated funds toward expenses. Motion passed. AIF.
- c) Building:
- i) Spring clean-up will include lots of small perimeter work. Deb will ask for a "garden team" from First Congregational Church. Will report back in April.
- d) Policy:
- i) We discussed the Petition warrant article #47 which passed. All agreed State RSAs supersede the information in warrant article re: posting notice for town meetings.
- e) Other:
- i) The Board elected to retain current officers: Bob Lamothe, Chair, Diane Crow, Treasurer, Deb Knowlton, Scribe.
 - ii) Committee appointments: The Personnel Committee will consist of Bob Lamothe and Dick Desrosiers. The Building Committee will consist of Dick Desrosiers and Chris Hendry.
 - iii) Elizabeth Keroack, after attending the meeting, agreed to pursue the alternate appointment. All concurred she would make an excellent choice as Library trustee alternate.

G. Friends Report: Short discussion regarding Spring Book Sale and the pass for the Zoo of New England – making it more visible to patrons.

- The Friends chose Betty Moore as the Volunteer of the Month for February and Kris Sawyer for April. The Library chose Heidi Fritz for March and will choose the volunteer for May.
- Amanda announced that progress is being made in converting the Director's former office into a meeting room, which can be reserved for patrons' use. The library will use money that Dede Smith's family had donated to the Friends, along with donations made to the library, to do the work. The library will request additional financial support from the Friends if needed.
- We approved a spending request, by email vote in February, for \$529.95 to replace the popcorn maker used at all movie showings.
- Darrell submitted a spending request of \$150.00 for the library to support a painting party for adults given by Jody Mueller of "Painting Buzz." The library will pay up to \$150 as well.
- Our upcoming events:
 - Next Board Meeting: April 13th, 2016
 - Spring Book Sale: June 1st-4th, 2016.
 - Flatbread Fundraisers: June 14th and September 27th, 2016
 - Fall book sale: November 16-19, 2016 (Wednesday - Saturday)

H. Acceptance of Donations: Motion made by Diane and seconded by Dick to accept \$57 in donations from the Circulation desk. Motion passed, AIF. A motion was made by Deb and seconded by Chris to accept \$150 from the Friends for Public Service Program. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes; to encumber \$1,894.34 in additional 2015 monies; to expend \$500 from Trustees fund toward Bill's retirement party; to provide \$750 of non-appropriated funds for the Volunteer luncheon; to accept circulation desk donation of \$57, and to accept Friends' donation of \$150.

J. Next meeting: April 20, 2016.

K. Adjournment A motion was made by Dick and seconded by Diane to adjourn. Adjournment called at 8:03PM.