

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

A. Call to Order: The meeting was called to order at 6:43PM by Vice Chair, Dick Desrosiers. Chair, Bob, arrived at 6:55 and continued as Chair.

B. Attendance: Chair, Bob Lamothe, Secretary Deb Knowlton, Trustees Chris Hendry, and Vice Chair Dick Desrosiers, and Director Amanda Reynolds Cooper.

C. Officer's Reports

a) Secretary: A motion was made by Chris and seconded by Dick to approve the minutes of the March 16, 2016 monthly meeting. Motion passed, AIF.

b) Chairperson: Shared correspondence and a reminder about the Spring NHLTA conference.

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: Amanda's report 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:

i) Amanda is still receiving the 2016 Goals and Objectives from two remaining employees; they will be discussed next month.

ii) The Director's annual evaluation which will be done when all trustees can be present at the meeting.

iii) We received information on the recommended candidate from the pool of applicants to the Technical Services Librarian/Cataloger position. Dick made a motion and Bob seconded it to accept the nomination of the personnel committee of Jennifer Biegel to the position with a start date of June 6, 2016.

iv) Amanda offered a job description for Assistant Director

b) Finance: The Board decided to invite back two of the wealth management representatives to a second interview in order to finalize the decision to adopt an advisor.

c) Building: A volunteer spring clean-up crew will set to work on the grounds as soon as possible.

d) Policy: none

e) Other: none

F. New Business:

- a) Personnel: none
- b) Finance: none
- c) Building: Garden trellises will be installed in order to support climbing hydrangeas out front. Care will be taken to avoid permanent metal inserts into the wall behind the plants.
- d) Policy: We discussed the emergency inclement weather policy and gave our assent to the current policies in place.
- e) Other: none

G. Friends Report:

- The Friends chose Kris Sawyer as the Volunteer of the Month for April. The Library will choose the volunteer for May.
- The Friends provided an Edible Arrangement in honor of Library Week.
- We renewed The Boston Children's Museum passes.
- We approved a spending request in the amount of \$161.33 for Bill's retirement party.
- We also approved a request for \$105.00 to purchase trellises to aid in growing plants in the front of the library.
- We are exploring partnering with the Hampton Historical Society and the Hampton Garden Club to sponsor a program from the Creative Feast.
- Our upcoming events:
 - Next Friends Board Meeting: May 11th, 2016
 - Spring Book Sale: June 1st-4th, 2016.
 - Flatbread Fundraisers: June 28th and September 27th, 2016
 - Fall book sale: November 16-19, 2016 (Wednesday - Saturday)

H. Acceptance of Donations: Motion made by Dick and seconded by Chris to accept \$1,293.97 in donations from the Friends and \$204.00 from the Circulation desk. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes; to accept the nomination of the Personnel committee for Jennifer Biegel's candidacy as Tech Services/Cataloger position; to accept circulation desk donations of \$204.00, and an additional Friends; donation of \$1,293.97.

J. Next meeting: May 18, 2016.

K. Adjournment: A motion was made by Dick and seconded by Chris to adjourn. Adjournment called at 8:13PM.