

**Lane Memorial Library
Trustees Meeting Minutes
May 18, 2016
Dearborn Redden Room
6:30PM**

A. Call to Order: The meeting was called to order at 6:34PM by Dick Desrosiers pending Chair, Bob Lamothe's arrival.

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

C. Officer's Reports

a) Secretary: A motion was made by Chris and seconded by Diane to approve the minutes of the April 20 meeting. Motion passed, AIF.

b) Chairperson: No correspondence.

c) Treasurer: We discussed highlights of report with added detail on the Trustees of the Trust Fund report that we receive quarterly. Reports received and place on file.

D. Reports

a) The Director's Report: Amanda's report and financials were 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:

(i)The 2016 Goals and Objectives - Amanda gave us her 1st quarter update which will be discussed at the June meeting.

(ii) Director's Annual Evaluation

Bob distributed the final draft of the evaluation and it was reviewed by all members of the Board before giving to Amanda.

1)The Board of Trustees went into Non-Public session at 7:12 PM on a motion by Chris, seconded by Dick, AIF citing RSA 91-A:3, II a to discuss Director's compensation and returned to Public session at 7:18 PM on a motion by Deb, seconded by Diane, AIF. A motion was made by Bob and seconded by Chris to give Amanda a raise of 4%. Motion passed, AIF.

(iii)The pool of candidates for the Assistant Director Position is at 2 interested persons. Amanda will invite both candidates to make a 30-45 minute presentation to the Board at the next meeting 6/15/16 covering each candidates:

-potential strengths as the new Assistant Director and the ways in which those strengths would be used to the benefit of the library in their new role

- potential weaknesses as the new Assistant Director and plans to improve those areas to help them perform in their new role
- an observed area of Lane Library administration shortcoming (HR, building maintenance, workflow, etc.) and recommendations to improve that area

b) Finance:

- i) A decision RE: wealth management firms will go to second interview as well, inviting two firms to offer their course of action on a plausible library project that would require use of the Trust funds. They will be invited to present their proposals to the July meeting of the Trustees.

c) Building: none

d) Policy: none

e) Other: none

F. New Business:

a) Personnel: none

b) Finance: Diane moved and Chris seconded a motion to reimburse Liz and Deb for their costs to attend the Library Trustees Conference in Concord on May 23. Motion passed, AIF.

c) Building:

- (i) A motion was made by Deb and seconded by Diane to allow the Library to stay open until 9PM for the special Concert on June 10. Motion passed, AIF.
- (ii) Amanda shared that Lisa is interested in creating a safer crosswalk in front of the library with the addition of a flashing sign. The Board of Selectmen will hear information at their next meeting. The Friends also offered support.

d) Policy: none

e) Other:

- i) The date of the July Board of Trustees meeting will be July 13, 2016 due to members' vacation schedules.

G. Friends Report:

- The Library chose Lorraine Major as the Volunteer of the Month for May. The Friends chose Marilyn Macintosh for June.
- Our Spring Newsletter will be going out this month.
- Stacy gave us all of the details for a spending request for the Summer Reading Program. We will review and vote on at the June meeting.
- We are going to be writing up a letter to the Board of Selectman regarding a potential crosswalk sign to be put out in front of the library.
- In September, we will have a couple of open positions on the board. President and Secretary. More discussion to follow.
- Our upcoming events:
 - Next Friends Board Meeting: June 8th, 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: A motion was made by Diane and seconded by Chris to accept \$177 in circulation desk donations. Motion passed AIF.

I. Summary of Decisions: Motions were made to accept the minutes, to enter and leave non-public session, to give Amanda a 4% raise, to reimburse two trustees for costs to attend the Spring NHLTA conference. We also voted to keep the library open later on June 10 for the concert and we accepted the circulation desk donations.

J. Next meeting: June 15, 2016.

K. Adjournment A motion was made by Dick and seconded by Deb to adjourn. Adjournment called at 8:04PM.