

**Lane Memorial Library
Trustee Meeting Minutes
December 21, 2016
Dearborn Redden Room
7:00PM**

A. Call to Order: The meeting was called to order at 6:57 PM.

B. Attendance: In attendance were, Diane Crow, Treasurer; Chris Hendry, Trustee, Deb Knowlton, Scribe; Vice Chair; Dick Desrosiers; Library Director; Amanda Reynolds Cooper, Liz Keroack, Alternate Trustee voting for absent Bob Lamothe

C. Officer's Reports:

- a) Secretary: The minutes from the November meeting were received but will be approved in January.
- b) Chair: No report.
- c) Treasurer: Diane presented the report which was reviewed, noting the at year's end the trustees' fund had earned \$6,000. The report was placed on file.

D. Reports:

- a) Director: Amanda prepared and presented a full report, and highlighted several items. The report was received with thanks.
- b-f) Public Services, Teen Services, Children's Services and Tech Services Reports, Asst. Director's Report: Trustees reviewed and appreciated all reports.

E. Old Business:

- a) Personnel: Amanda shared her progress toward accomplishing 3rd quarter goals.
- (b) Finance:
 - (i) Wealth Management Firms: Deb will invite JP Pointbriand to the next meeting, January 18, 2017.
 - ii) A short discussion followed involving the Warrant article for 2017 regarding the window replacements in the Children's Room. The Trustees agreed with sharing the progress on this warrant toward accomplishing recommendation from both the selectmen and the budget committee with the Friends of the Library.
- c) Building:
- d) Policy: Asst. Director, Stacy Mazur wrote and presented to the Trustees a Gaming Collection Development Policy which we received for review and will vote on in January.
- e) Other:

F. New Business:

- a) Personnel: A motion was made by Chris and seconded by Liz to approve Family Medical Leave for Jen who has recently had foot surgery. Motion was approved, AIF
- b) Finance: A motion was made by Diane and seconded by Deb to accept Amanda's suggestion regarding the encumbrance of remaining 2016 funds as follows:
recommended: sewage ejector pump station lid, new seating (15 Club chairs and

computer chairs), and remainder in contingency funds for unforeseen repairs.
Motion approved, AIF.

c) Building:

(d) Policy:

(e) Other: A motion was made by Chris and seconded by Diane to approve approximately \$500 for purchasing staff gifts. Motion approved, AIF.

G. Friends of the Library Report:

- Our two major fall fundraisers were very successful and popular:
 - The book sale took in \$2548.46 and an additional \$875 in memberships and donations for a total of \$3423.46.
 - The Winter Wonderland Craft Fair and Bake Sale took in \$300. In table rentals and \$488.25 in bake sale and raffle for a total of \$788.25 which is considerably up from last year's total of \$651.94.
- Linda Freeman has done great work on improving our newsletter and website postings. She was chosen as Dec Volunteer of the Month.
- Passes to Strawberry Banke Museum were purchased which allows free entrance to the Museum and its events for a family and half price skating at the popular Labrie Family Skate at Puddle Dock Pond located at the Museum.

H. Acceptance of Donations: Liz moved and Chris seconded a motion to accept \$143.00 in donations from the Circulation desk. Motion passed. AIF.

I. Summary of Decisions: The trustees at this meeting: moved to approve FMLA for Jen, moved to accept Amanda's recommendations for encumbrance of 2016 remaining funds; moved to approve \$500 for staff holiday gifts and moved to accept the circulation desk donations of \$143.

J. Next meeting: January 18, 7:00PM

K. Adjournment: A motion was made by Diane and seconded by Chris to adjourn the meeting at 7:59 PM.