

**Lane Memorial Library
Trustee Meeting Minutes
January 18, 2017
Dearborn Redden Room
7:00PM**

- A. Call to Order:** The meeting was called to order at 7:05 PM.
- B. Attendance:** In attendance were, Diane Crow, Treasurer; Chris Hendry, Trustee, Deb Knowlton, Scribe; Bob Lamothe, Chair; Dick Desrosiers, Vice Chair; Library Director, Amanda Reynolds Cooper; Asst. Director, Stacy Mazur; guest JP Pointbriand
- C. Officer's Reports:**
- a) Secretary:** Chris moved and Dick seconded the motion to accept the minutes from the November & December meetings. Motion passed, AIF.
 - b) Chairperson:** No report.
 - c) Treasurer:** Diane presented the December financial report which was reviewed, noting that at month's end the trustees' fund had earned \$1,357. The report was placed on file.
- D. Reports:**
- a) Director:** Amanda's report highlighted several items: No staff anniversaries, one notice of retirement and a copy of the year-end report for the Town Meeting. Under financials: Amanda has restructured the budget sheets to better reflect the actual balances in the bank.
 - 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:** none
 - (b) Finance:**
 - i) JP Pointbriand determined that the Trustees were interested in financial assistance with a flexible endowed fund. He will present us with a rewritten investment policy which will focus on risk management and asset allocation; diversity and liquidity. The Investment policy will also address conflicts of interest and will be presented for review at the next meeting of the Trustees. Wealth Management Firms: Dick made a motion, seconded by Chris that we approve JP Pointbriand as our wealth management advisor. Motion passed, AIF.
 - (ii) The Warrant article for 2017 regarding the window replacements in the Children's Room (#29) will go forward with the "Not Recommended" stamp from the Budget Committee.
 - (iii) 2016 Encumbrance: Additional monies available for encumbering were presented by Amanda and after review of her list, the Board was in unanimous agreement with her planned use of additional funds.
 - c) Building:** none
 - d) Policy:**
 - i) Asst. Director, Stacy Mazur's Gaming Collection Development Policy presented in December, was reviewed and a motion made by Diane and seconded by Dick to receive the policy which would take effect in January. Motion passed, AIF.

e) **Other:** none

F. New Business:

- a) **Personnel:** The personnel committee will meet with Amanda after the job for Interlibrary Loan Assistant Librarian is posted to review hiring recommendation.
- b) **Finance:** A motion was made by Dick and seconded by Chris to approve the transfer of June to December 2016 donations totaling \$1,378. Motion passed, AIF.
- c) **Building:** A motion was made by Diane and seconded by Deb to extend the hours the library is open on Friday, April 28th in order to accommodate a planned event. Motion passed AIF.
- (d) **Policy:** none
- (e) **Other:** Amanda reminded Bob and Deb to appear at the town hall to have their names placed on the ballot for another term as trustees.

G. Friends of the Library Report: The friends are looking for new avenues of funding such as whether they could become a recipient of the proceeds from the ½ marathon at Hampton Beach. A sew-a-thon service project was held at the library by the Friends with 31 persons sewing clothing for girls around the world. The trustees were excited about the idea of a joint meeting with the Friends to be planned for the near future.

H. Acceptance of Donations: Dick moved and Chris seconded a motion to accept \$411 in donations from the Circulation desk. Motion passed. AIF.

I. Summary of Decisions: The trustees at this meeting: moved to hire JP Pointbriand as the wealth management advisor; to accept the new Gaming Collection Development Policy; to approve the transfer of June to December 2016 funds; and to accept the circulation desk donations of \$411.

J. Next meeting: February 15, 7:00PM

K. Adjournment: A motion was made by Dick and seconded by Chris to adjourn the meeting at 8:51 PM.