

**Lane Memorial Library
Trustees Meeting Minutes
May 17, 2017
New Hampshire Room
7:00PM**

A. Call to Order: The meeting was called to order at 7:05PM.

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

C. Officer's Reports

- a) Secretary: A motion was made by Diane and seconded by Chris to approve the minutes of the April meeting. Motion passed, AIF.
- b) Chairperson: Bob corresponded with The Friends of the Library about sharing parts of the June 21 meeting together.
- c) Treasurer: Diane remarked that our Trustee acct. has earned about \$2,800 since January.

D. Reports

- a) The Director's Report: Amanda 's report and financials were received and reviewed. She hopes to give the task of labeling items in the NH Room to a summer intern.
- b) Services Reports: The Asst. Director's report and those of Public Services, Children's Services, Teen Services and Tech Services were reviewed.

E. Old Business

- a) **Personnel:** none
- b) **Finance:** none
- c.) **Building:** none
- d) **Policy:** Meeting Room policy was reviewed. Trustees asked for one more pass to clean up grammar in the policy statement and will vote on the updated changes in June.
- e) **Other:**

F. New Business:

- a) **Personnel:**
 - (i) 2016-2017 Annual Evaluations: Bob invited a discussion about updates on the library employee's performance. The support staff general updates were given in March but not the managerial staff. Discussion of the manner of updates was discussed. No decisions were made regarding what form updates should take, topic tabled to June meeting.
 - (ii) Compensation for Public Services Assistant Librarian - At 8PM, Liz moved and Chris seconded a motion to move into Non-public session in order to discuss compensation issues per RSA 91-A:3, II (a). Liz made a motion, seconded by Chris to accept the merit raise proposed for the Public Services Assistant Librarian, effective May 24, and recognize the status of the position is changed

from hourly to salaried. Motion passed, AIF. Chris made a motion, seconded by Diane, to accept the merit raise percentage changes for other employees effective January 1 as proposed by the Director. Motion passed, AIF. Diane moved and Liz seconded the closing of the Nonpublic session at 8:07PM.

b) **Finance:** none

c) **Building:** The dedication of the new Study Room is tentatively scheduled to occur on June 15, 2017 at 2:30PM.

d) **Policy:** none

e) **Other:** none

G. The Friends Report included the desire to share the June 21 meeting time with Trustees.

H. Monthly Donations: A motion was made by Deb and seconded by Diane to accept \$4,465 from the Friends to be used for the summer reading program and \$224 in monthly donations. Motion passed, AIF.

I. Summary of Decisions: Motions were made to accept the minutes; to accept the merit raises proposed for the Public Services Assistant Librarian, and other employees; and to accept the combined donations from the Friends of the Library and the monthly donations.

J. Next Meeting: June 21, 2017, at 7PM.

K. Adjournment A motion was made by Liz and seconded by Diane to adjourn at 8:13PM.