

**Lane Memorial Library  
Trustees Meeting Minutes  
April 18, 2018  
Dearborn Redden Room  
7:00PM**

**A. Call to Order:** The meeting was called to order at 7:07PM.

**B. Attendance:** Director Amanda Reynolds Cooper, Chair, Bob Lamothe, Vice Chair Liz Kerouac, Trustee, Chris Hendry, Trustee, Jay Athuluri, and Secretary Deb Knowlton and Alternates, Sheila Ewell, and Brian Abasciano. Kevin Robbitts was also present.

**C. Officer's Reports**

- a) **Secretary:** A motion was made by Chris and seconded by Liz to approve the minutes of the March meeting. Motion passed, AIF.
- b) **Chairperson:** No report

**D. Reports**

- a-b) **The Director's Report and Monthly Spending:** Amanda's report and financials were received and reviewed. Amanda included her fourth quarter review comments, so we could evaluate them in their entirety.
- c-g) The Asst. Director's report and those of Public Services, Children's Services, Teen Services and Tech Services were reviewed with appreciation.

**E. Old Business**

- a) **Finance:** Kevin re-presented his technical spending request with new comparison and data points. A motion was made by Liz and seconded by Chris to expend \$7,000 for Choose Configuration C- the PowerEdge T430 Single Tower Server. After discussion the vote was 4 in favor, 1 oppose.

**F. New Business:**

- a) **Marketing Spending Request** - Amanda and Stacy proposed, after a review of marketing and design samples from 5 firms, Rumbletree and Spectrum Printing, the expenditure of \$3,355 to create a trifold describing the summer reading program that could go out in an all-town mailing. A motion was made by Chris and seconded by Jay to expend up to \$1,500 for mailing the printed material. Motion passed, AIF. Amanda and Stacy will research a lower cost for print design and branding options.
- b) **Staff:**
  - i) The trustees will review the 4th quarter information from Amanda.
  - ii) The trustees table Amanda's annual review until the May meeting.
  - iii) A motion was made by Liz and seconded by Chris to approve the hiring of two pages, Aida Perez and Kadin Markert. They will job-share for a month (each doing 3 hours per week) and will begin 6 hours per week in June.
- c) **Election of Officers:** Liz moved, and Chris seconded a motion to elect Jay Athuluri as Treasurer. Motion passed, 1 abstention.

**G. Friends of the Library Report:**

Over the past two months, the Friends have paid for a Museum Pass to the Isabella Stewart Gardner Museum (\$195.00), book sets for schools (\$888.23), a deposit for the rock wall during the summer program (350.00), and miscellaneous amounts for the movies and coffee kiosk.

The group continues to investigate additional sources of revenue to make up for lost poker room donations. The summer book sale will be held June 6-9th this year. We will likely have an additional bake sale at the Touch a Truck summer event. Other possibilities being investigated include a mini golf tournament (2019) library-themed decals/stickers for license plates (2019), a Friends Soup 'n' \_\_\_ recipe book sale (late 2018 or 19) and game nights.

The group has now secured our website in anticipation of offering memberships/donations by paypal or similar. A Spring newsletter in anticipation of the book sale is also in the works.

**Monthly Donations:** A motion was made by Liz and seconded by Deb to accept \$634 in monthly donations from the service desks. Motion passed, AIF.

**H. Summary of Decisions:** Motions were made to accept the minutes; to support & expend \$7,000 on Configuration C of the single tower server; to expend up to \$1,500 for mailing a tri-fold; to elect Jay Athuluri as Treasurer; to approve 2 new Pages; and to accept \$634 in donations from the front desk.

**I. Next Meeting:** Wednesday, May 16, 2018, at 7PM

**J. Adjournment** A motion was made by Liz and seconded by Deb to adjourn at 9:32PM.