

**Lane Memorial Library
Trustee Meeting Minutes
May 16, 2018
Dearborn Redden Room
7:00PM**

A. Call to Order: The meeting was called to order at 7:10PM by Vice-Chair, Liz Keroack.

B. Attendance: In attendance were: Vice-Chair, Liz Keroack; Treasurer, Jay Athuluri; Trustee, Chris Hendry; Chair, Bob Lamothe; Director, Amanda Cooper; Secretary, Deb Knowlton; Alternates Brian Abasciano and Sheila Ewell.

C. Officer's Report

a) Secretary's minutes: A motion was made by Chris and seconded by Sheila to approve the minutes of the April 18th meeting. Motion passed, AIF.

b) Chair: No report.

i) Friends Report

-Fundraising ideas are still in discussion stage.

-We postponed the decision on funding the summer program to read the fact sheets on same.

-The newsletter is in draft stage.

-The children's book sale was scheduled to take place and volunteers were recruited

-The June book sale is in the works

c) Treasurer's Report: The report was not immediately available because of signature changes needed at the two banks where we hold accounts. Jay will email the report to Trustees when available.

D. Department Reports

a-b) Director and Monthly Spending: The Director report was reviewed, no action necessary. The operating budget was reviewed, and various line items were explained.

c-g) Assistant Director, Teen services, Public services, Children's Services and Tech Services Reports: Trustees reviewed and appreciated all reports. Reports were received and placed on file.

E. Old Business

The following items were taken up out of order

b) Building:

Window project Update: Bernier Corp. shared the engineering plans with Amanda and Stacy, seeking final approval. They will be drafting a contract in the coming days and looking to secure materials and subcontractors for a construction date tentatively planned to begin August 10th.

a) Staff:

i) Fourth Quarter Director's Report: Amanda invited reflections on her 4th quarter.

ii) Director's Annual Evaluation: A motion was made by Liz and seconded by Chris to go into Closed Session per RSA 91-A:3 (a).

F. New Business:

a) Staff:

Public Services Library Assistant: A motion was made by Liz and seconded by Chris to leave Closed Session.

b) Policy:

Finance Policy: Amanda invited us to review over the next month, proposed changes to the financial policy regarding the handling of receipts, petty cash and spending limits.

c) Other:

Meeting Schedule: A reminder that our September meeting will be on the 26th. A motion was made by Chris and seconded by Deb to move the August meeting to August 22. Motion passed, AIF.

G. Summary of Decisions: The Trustees at this meeting: moved to accept the minutes of the last meeting; to go into closed session and to go out of closed session; and moved to accept a change of date for the August meeting.

H. Next meeting: Wednesday, June 20, 2018

I. Adjournment: A motion was made by Chris and seconded by Liz to adjourn the meeting at 8:44 PM.