

**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 10<sup>th</sup>.

**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.