

**Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
July 19, 2007**

Chairwoman Bridgit Valgenti called the meeting to order at 7:00 p.m. Vice Chairwoman Sara Casassa, Treasurer Mary Lou Heran, Secretary Linda Sadlock, Bob Frese, Alternate Susan Hughes, and Town Manager Fred Welch were present. Head of Adult Services Darrell Eifert was attending for Acting Library Director Bill Teschek. Catherine Redden is out on medical leave. Head of Children's Services, Paulina Shadowens attended from 8:00 to 10:00 p.m. Alternate Dot Gooby was absent.

The meeting began with Fred Welch discussing the needs of the town of Hampton and future building plans. He talked about the upcoming charette, which will include the library and how that will affect the town master plan.

- I. Secretary's Report: Minutes from the June 21, 2007 meeting were accepted following a motion by Mary Lou Heran and seconded by Bob Frese. All were in favor.
- II. Officer's Report:
 - A. Chairperson: Bridgit Valgenti read a letter from the Attorney General of the Department of Justice regarding HB 226, which will become effective on August 17, 2007, regarding the investment of trust funds for library trustees.
 - B. Treasurer's Report: Mary Lou Heran presented the quarterly report. It was accepted and placed on file.
- III. Director's Report:
 1. Questions about donations were addressed. In the future they will be included in the consent agenda and recorded in the minutes. It was suggested that each department have a line item for donations.
 2. A credit card payment from non-appropriated funds was approved.
 3. The part-time pay scale will be explained to the staff.
 4. Support staff will be asked to assist Bill Teschek with his technical duties, as he assumes the responsibility of Acting Director. Inquiries will be made about hiring substitutes or a temporary director.
 5. The main automated server (TLC) needs to be replaced before the end of the year.
 6. Darrell Eifert and Bill Teschek will investigate reimbursement from the insurance company for the carpet, following the sewer problem.
- IV. Consent Agenda:
 - A. Adult Services
 - B. Children's Services
 - C. Reference ServicesAll of the above were reviewed and placed on file.

VI. Committees

- A. Building: Test results, HVAC estimates/cost comparisons, available financing and the requirements for a warrant article were discussed. Sara Casassa made a motion to attend the CIP (Capital Improvement Project) meeting to request \$350,000 to replace the HVAC system and remove the mold in the library. It was seconded by Mary Lou Heran. Bob Frese proposed we clean the ducts and Fred Welch recommended we contact the EPS (Environmental Protection Services) for a certified company.
- B. Personnel: Job descriptions are being reviewed. Linda Sadlock recommended Catherine Redden's annual evaluation be placed on hold. All were in agreement.
- D. Landscaping: Bob Frese presented several options. Sara Casassa will make inquiries regarding donated services. Dyana Martin in the Recreation Department will be contacted about including the removal of two trees on library grounds in a tree removal project at other town buildings.

VII. Old Business:

- A. Part-time pay scale: The salary and step chart was reviewed and Bob Frese moved we accept and implement it. Mary Lou Heran seconded the motion and all were in favor.
- B. CIP: Addressed under Building Committee report.
- C. Plumbing Update: The sink was repaired.
- D. Declining Circulation: Will be addressed next month.
- E. Mold Testing: Addressed under Building Committee report.
- F. Fine Update: Will be addressed next month.

VIII. New Business:

- A. Chair Donation: Linda Sadlock moved we accept Cheryl Lassiter's donation of \$5000 to replace chairs. The motion was seconded by Sara Casassa. Darrell will price 10 task chairs and the replacement of 8 low overstuffed upholstered chairs, which will be redistributed.
- B. Review of Beverage Policy: Sara moved we revise the policy from allowing only water in a covered container to allow all non-alcoholic beverages in covered containers to be brought into the library. Linda Sadlock seconded and all were in favor.
- C. Other:

IX. Summary of Decisions Made:

- 1. \$350,000 warrant article for HVAC upgrade
- 2. Part-time pay scale accepted
- 3. \$5000 donation accepted
- 4. Beverage Policy revised

- V. Friends Report: Susan Hughes reported that over \$2000 was made at the book sale.

The meeting was unanimously adjourned at 10:45 p.m. on a motion by Bob Frese, which was seconded by Mary Lou Heran. The next meeting will be held on Thursday, August 16, 2007 at 7:00 p.m. at the Library.

Respectfully submitted,

Linda Sadlock, Secretary