

**Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
September 13, 2007**

Chairwoman Bridgit Valgenti called the meeting to order at 7:04 p.m. Treasurer Mary Lou Heran, Secretary Linda Sadlock, Bob Frese, Acting Library Director Bill Teschek, Alternate Dot Gooby and Alternate Susan Hughes were present. Vice Chairwoman Sara Casassa arrived a few minutes later. Library Director Catherine Redden remains on medical leave.

I. Secretary's Report:

The minutes from the August 16 and August 22, 2007 meeting were accepted following a motion by Mary Lou Heran and seconded by Alternate Dot Gooby, voting for Sara Casassa. All were in favor.

II. Officer's Report:

A. Chairperson: Bridgit Valgenti reported, after additional research, that employee wages are public information. A request was made and the information was provided. In the future, the Director will have the information released upon request.

B. The Capital Improvement Program request to replace the Library HVAC was distributed.

C. Treasurer's Report: Mary Lou Heran gave her report and it was placed on file.

III. Director's Report: August and September:

1. The food and drink policy was revised following a motion by Linda Sadlock that was seconded by Sara Casassa. All were in favor. It now reads, "Food may be consumed only in the meeting rooms at an event, providing such refreshment has been approved by the library administration. Non-alcoholic beverages may be consumed in the library if they are brought into the building in a covered container and kept away from computers and other electronic equipment."

2. The meeting room policy was revised to read "With the exception of non-profit groups from Hampton, all users of the room must provide a certificate showing one million dollars in liability insurance coverage for the date of the rental" The motion to accept the change was made by Sara Casassa. It was seconded by Bob Frese. All were in favor. The above information will be provided prior to booking the room. In addition, they will be asked to have those who attend the function park in the parking lots adjacent to the library. Bill Teschek will place a sign on the front door regarding parking for library patrons and events.

3. Following a discussion on the installation of a public fax machine. Bob Frese moved that Bill Teschek can have the fax machine installed provided it is a risk free six month trial period and that the cost to install the phone line is less than \$100. The motion was seconded by Mary Lou Heran and it was unanimously approved.

4. The board was reminded the Hampton Municipal Budget Committee will meet on Tuesday November 20, 2007 at the Selectman's Meeting Room in the Town Office from 7-10 p.m.

Bob Frese moved and Mary Lou Heran seconded the motion to accept both Directors' Report. All were in favor.

- IV. Consent Agenda: August and September
 - A. Adult Services
 - B. Children's Services
 - C. Reference Services
 - D. Technical Services

The above reports will be placed on file.

V. Committees:

A. Building - Design Charrette

Sara Casassa applauded the report which includes a review of the Library, a request to increase the square footage and four options to achieve that goal. Industry statistics will be added to support the request.

B. Personnel

1. Volunteer Policy - Bridgit Valgenti read a proposed addition to the personnel policy that "Employees of the library are not permitted to volunteer at the library in any capacity. No volunteer will be assigned to perform tasks which are in the job description of an employee. In the case where a volunteer is offered and accepts paid employment at the library, their volunteer duties must end immediately". Sara Casassa moved we accept the policy. Mary Lou Heran seconded the motion and it was unanimously approved. Bridgit Valgenti will ask a lawyer to clarify the separation of employee tasks and volunteer tasks.

2. Personnel Policy - The proposed personnel policy "No task that has been assigned to an employee, either through job description or by the Director shall be designated and assigned as a volunteer activity without the prior consent and approval of the Trustees" was tabled following a discussion on a motion by Linda Sadlock. It was seconded by Sara Casassa and all were in favor. Another personnel policy "Each time a position is vacated, the position will be reviewed and the job description will be updated for Trustee's review and approval" was approved on a motion by Sara Casassa. A second by Mary Lou Heran was followed by unanimous approval.

3. Indexing Task - Sara Casassa moved we go into nonpublic session. Mary Lou Heran seconded the motion. All were in favor. We began our nonpublic secession at 9:29 p.m. Non public session ended at 9:58 p.m. following a motion by Linda Sadlock. Bob Frese seconded the motion. All were in favor.

Bridgit Valgenti was authorized to contact an employment attorney on a motion by Mary Lou Heran. Linda Sadlock seconded the motion and all were in favor.

C. Landscaping - There was no report.

VI. Old Business:

- A. Mold - Bill Teschek presented estimates from two companies to remove the mold from the air handling units and the ducts in the meeting room. He will get a third estimate and have the ducts tested for mold.
- B. Server - There is no report.
- C. Chair Recommendations - The report will be presented next month.
- D. Other - Sara Casassa distributed the information on the Library what will be submitted for the Hampton Guide Book. It was reviewed and approved.

VII. New Business:

- A. Johnson Controls Contract - Bill Teschek is reviewing the contract. He will clarify the section on pre-existing conditions and the 45 day refund policy.
- B. Wage Information - It is public.
- C. 2007 Carryover – In accordance with statute 32:7, the library budget is appropriated each year by town election. The Trustees must encumber any funds prior to the end of the fiscal year.
- D. Other-Trustees can use emails to distribute information but cannot discuss or make decisions by email. This must be done publicly at the meeting.

VIII. Summary of Decisions Made:

- A. The beverage policy was revised.
- B. The meeting room policy was revised.
- C. The lease of a fax machine was approved.
- D. Attorney fees were authorized.

IX. Friends Report:

The Friends held their annual meeting on September 11, 2007. New officers were elected. Darrell Eifert presented the flyer he designed and discussed the costs for the proposed town mailing. He also described a plan for a beverage center. There will be a children's book sale and donated books are being accepted.

We adjourned at 10:42 p.m. on a motion by Sara Casassa. Mary Lou Heran seconded the motion. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary