

**Library Trustee Meeting**  
**New Hampshire Room, Lane Memorial Library**  
**October 18, 2007**

Chairwoman Bridgit Valgenti called the meeting to order at 7:05 p.m. Vice Chairwoman Sara Casassa, Secretary Linda Sadlock, acting Library Director Bill Teschek, Alternate Dot Gooby, voting for absent Treasurer Mary Lou Heran, Alternate Susan Hughes, voting for absent Bob Frese and Darrell Eifert, Head of Adult Services were present. Library Director Catherine Redden remains on medical leave.

Gloria Boudreaux, President of the Friends of the Lane Memorial Library, was introduced. She gave an update of the group's plans for the year.

I. Secretary's Report:

The minutes from the September 13, 2007 meeting were accepted following a motion by Linda Sadlock and by Sara Cassava. All were in favor. The non-public minutes from August 13, 2007 were accepted on a motion by Dot Gooby, which was seconded by Susan Hughes. All were in favor.

II. Officer's Report:

- A. Chairperson: Bridget Valgenti read a letter regarding the Trustee of Trust funds and provided their website [www.hamptontrustfunds.org](http://www.hamptontrustfunds.org). She also read an email from the mother of a 16 year old boy, who was using the 20 minute computers to access his MySpace account and was viewing material she found questionable. Brigit drafted a letter stating the library's policy on computer use and cited the MySpace policies as well. The letter will be placed on file and used for future reference.
- B. Bill Teschek read a report from Treasurer Mary Lou Heran regarding the renovation and regular accounts. There is a six month Certificate of Deposit (CD) that needs to be renewed. The board authorized the renewal of the CD but asked for her to check if the rates were better for a longer term investment.

III. Director's Report:

1. The posting of public information on the library bulletin boards will be prioritized based on the current policy and available space. Once approved, the public information will be posted two weeks prior to the event and removed the day after.

2. The Johnson Controls contract was accepted on a motion by Sara Casassa and Susan Hughes. All were in favor.

3. The Meeting Room policy and parking requirements for attendees of scheduled meetings in the Meeting Room were changed following a motion by Sara Casassa and seconded by Linda Sadlock. They will now read:

Meeting Room reservations may be booked through the Director, Assistant Director, Head of Adult Services, or the Supervisor on duty. Space available may be checked in advance, but reservations are not definite or guaranteed until payment is made.

Organizations are asked to have their attendees park in the town lot on the other side of Academy Avenue.

4. A fifteen (15) minute parking sign will be placed in the parking spot closest to the library for a one month trial period.

Sara Cassasa moved we accept The Director's Report. Her motion was seconded by Dot Gooby and all were in favor.

#### IV. Consent Agenda:

- A. Adult Services - Darrell Eifert requested money from the non-appropriated account for padded stacking chairs and bean bag chairs, 2 metal book shelves for the Dearborn Room, a tri-level display table and slat wall display panels for the Young Adult section. Following a discussion, Sara Casassa moved we approve the purchase of the slat wall display panels for \$376 plus shipping. Her motion was seconded by Dot Gooby and unanimously approved. Darrell will ask the Friends to consider the other purchases.
- B. Children's Services
- C. Reference Services
- D. Technical Services

The above reports will be placed on file.

#### V. Old Issues

- A. Drink Station - Darrell Eifert will get estimates and present them to the Friends.
- B. Duct Cleaning - Envirovantage was selected on a motion by Sara Casassa and a second by Susan Hughes. The decision was unanimous.
- C. Server - Bill Teschek will get three estimates.
- D. Chair Recommendations - One task chair was purchased for use and approval before eleven more will be purchased. Darrell Eifert will continue to research arm chairs for the reading area.
- E. Personnel Issues Update - Bridgit Valgenti has an appointment with an attorney.

At 9:15 Linda Sadlock moved we enter non-public session according to RSA 91-A:3 Dot Gooby seconded the motion. The non-public session ended at 9:34 p.m.

- F. Other - Susan Hughes moved to authorize Bill Teschek to have the public fax machine installed at cost. Sara Casassa seconded the motion and all were in favor.

#### VI. New Business

- A. Charrette Review - will be discussed next month.
- B. 2008 Warrant Article - was submitted to the Town Board of Selectman on October 8, 2007 for their review. It will then go to the Budget Committee.
- C. 2007 carryover- Bridgit Valgenti will draft a letter to Fred Welch, Town Manager, requesting money from the salary/benefits budget carryover. The money will be used to cover employee medical benefits and temporary salary positions.
- D. Personnel Discussion - to be held next month.
- E. Other - No smoking signs will be placed on the landing of the library entrance.
- F. A walk way connecting the library and the town hall parking lot was discussed.

VII. Summary of Decisions Made:

- A. The Johnson Control contract was approved.
- B. The meeting room and attendee parking policies were revised.
- C. The purchased of slat book shelves was approved
- D. The duct cleaning was approved
- E. The cost to install the fax machine was approved.

VII. Friends Report:

The Friends meeting is scheduled for October 25, 2007. The children's book sale will be held November 1<sup>st</sup> and 2<sup>nd</sup>, 2007.

We adjourned at 10:10 p.m. on a motion by Susan Hughes. Sara Casassa seconded the motion. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary