

Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
November 15, 2007

Chairwoman Bridgit Valgenti called the meeting to order at 7:05 p.m. Vice Chairwoman Sara Casassa, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Bob Frese, Alternate Susan Hughes, acting Library Director Bill Teschek and Head of Adult Services Darrell Eifert were present. Library Director Catherine Redden remains on medical leave. Alternate Dot Gooby was absent. Also in attendance were presenter Warren Mackensen and his wife Patricia Mackensen. Sara Casassa left at 9:00 p.m. and in her absence Susan Hughes voted.

I. Warren Mackensen, investment advisor from the Trustees of the Trustee Fund spoke to us about our trust fund. He gave us an information sheet with the background of the fund, RSAs governing the fund, the funds objectives and presented various investment opportunities. Following a discussion, Sara Casassa moved we switch the Lane Memorial Trust Fund from an income fund to a growth fund. Bob Frese seconded the motion after he asked Warren Mackensen for a written investment proposal. All were in favor.

II. Secretary's Report

The minutes from the October 18, 2007 and October 29, 2007, public and nonpublic sessions, were accepted following a motion by Sara Casassa and Mary Lou Heran. All were in favor.

III. Officer's Reports

A. Chairperson: Bridgit Valgenti reported the check from the town for half of the amount that remains in the 2007 salary/benefits account was received and deposited into the general fund. We will receive the balance at the end of the year.

B. Treasurer: Mary Lou Heran distributed a list of our accounts. The list was placed on file.

IV. Director's Report

Bill Teschek presented a report on income and expenses.

Mary Lou Heran read a letter from Terry Knowles, Assistant Director to the Attorney General citing RSA 32:5 III, regarding budget and donations.

V. Consent Agenda

- A. Adult Services
- B. Children's Services
- C. Reference Services
- D. Technical Services

The above reports will be placed on file.

VI. Committees

A. Building - Design Charrette-Tabled until next month on a motion by Mary Lou Heran, which was seconded by Susan Hughes. It passed unanimously.

B. Personnel

1. Catherine Redden Update - We entered a non-public session according to RSA 91-A: 3 III on a motion by Susan Hughes, it was seconded by Mary Lou Heran. When we returned to public session at 10:07, Mary Lou Heran moved we seal the nonpublic minutes. Sue Hughes seconded the motion and again all were in favor.
2. Temporary Director Position - Mary Lou Heran moved we advertise the position and Susan Hughes seconded the motion. All were in favor.
- C. Landscaping - Trees. Bill Teschek will ask the town if they have an open purchase order or contract with Unban Tree Service.

VII. Old Business

- A. Water Station - Darrell Eifert gave an update on the water station and he will soon have swatches of material available for the reading area arm chairs.
- B. Parking Sign - Since this must be approved by the Board of Selectman, we will not pursue it.
- C. Fines - Sara Casassa made a motion that the Lane Memorial Library no longer charges fines for overdue material. Mary Lou Heran amended the motion to become effective January 1, 2008 and that donations need to be tracked for disbursements. Sara Casassa seconded the amended motion and all were in favor.
- D. Other - The discussion on circulation was tabled.

VII. New Business

- A. Donation Policy Revision - Linda Sadlock will email the policy and proposed changes.
- B. Displayed Notices Policy - This was in the minutes from our last meeting.
- C. Sick Leave Policy Revision - This was tabled for next month
- D. 2007 Budget - Building and ground maintenance were discussed
- E. Other - Darrell Eifert reported on the rowdy teens and the need for "intrusive helpfulness". As a result, computer reservations have been changed and we authorized the hiring of a Page for the Children's room.

IX. Summary of Decisions Made

- A. The Trust Fund investment strategy will be reviewed and changed.
- B. There will no longer be a fine for overdue material.
- C. A gift from the Trustees for Catherine was authorized.
- D. Advertisement for a temporary Director was approved.

X. Friends Report

The recent sale of children's book and doll clothes was a success with all proceeds going to the Children's Room. They also approved \$2500 for the water/refreshment station and \$3000 for the mass mailing. The Fall newsletter was distributed.

We adjourned at 11:00 p.m. following a motion by Susan Hughes, which was seconded by Bob Frese. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary