

**Library Trustee Meeting  
New Hampshire Room, Lane Memorial Library  
December 20, 2007**

Chairwoman Bridgit Valgenti called the meeting to order at 6:05 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. Also in attendance was prospective Alternate Trustee, Kris Sawyer. Library Director Catherine Redden remains on medical leave. Alternate Dot Gooby was absent.

**I. Secretary's Report**

There were two errors in the public minutes of November 15, 2007 which were noted and corrected by Bill Teschek before they were posted. The minutes from the November 15, 2007 public and nonpublic sessions, and the November 29, 2007 meeting were accepted following a motion by Sara Casassa and Bob Frese. All were in favor.

**II. Officer's Reports**

A. Chairperson: Bridgit Valgenti sent a letter to Ben Moore, chairman of the Board of Selectman, concerning the Warrant Article. She will also bring him a copy of the CIP request form, engineer/consultant reports and the proposal for the HVAC system. A folder with the engineer's report will be available at the circulation desk. Correspondence was also sent to Catherine Redden regarding issues that were previously discussed.

B. Treasurer: Mary Lou Heran read her report and it will be placed on file.

**III. Director's Report**

Bill Teschek proposed changes to two Finance Policies. The amount of cash at the service desk will be reduced and change will now be made for the copier at the circulation desk. Sara Casassa moved the policies be changed and Mary Lou Heran seconded the motion. All were in favor.

**IV. Acceptance of Donations**

Mary Lou Heran stated that, in the future, specific memorial donations, specific donations, donations from the circulation desk and money from the State of New Hampshire will be recorded in the minutes. The money will be deposited into the Trustee's fund and the Treasurer will make quarterly disbursements into the non-appropriated account. Bob Frese so moved and Mary Lou Heran seconded the motion. All were in favor. The donations from the Friends of the Lane Memorial Library will also be reported to the Board of Trustees and noted in the minutes. Sara Casassa moved we accept \$288.00 in donations from the circulation desk and \$100.00 from the Dearborn House for large print books. Her motion was seconded by Bob Frese. All were in favor.

Bill Teschek submitted renewal statements for Catherine Redden's membership in the Chamber of Commerce and Rotary for payment.

**V. Consent Agenda**

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

Bill Frese moved we accept the above reports. His motion was seconded by Mary Lou Heran. They will be placed on file.

## VI. Committees

A. Building – tabled until a later date

B. Personnel

1. Catherine Redden

We entered a non public session at 8:00 p.m. according to RSA 91-A:3, II (a) on a motion by Linda Sadlock. The motion was seconded by Sara Casassa and passed unanimously. We returned to public session at 8:30 p.m. and voted to seal the non public minutes according to RSA 91-A:3, III on a motion by Linda Sadlock. Her motion was seconded by Mary Lou Heran and all were in favor.

2. Temporary Director Position

Following the presentation and discussion of Shirley Barron's resume, interview and reference checks, Sara Casassa moved we hire Shirley Barron as a Temporary Director at a salary not to exceed step 9 on the pay scale. Bob Frese seconded the motion and all were in favor.

3. Long Term Disability Policy

Each situation will be addressed individually with sensitivity, compassion and flexibility.

C. Landscaping-tabled until a later date.

## VII. Old Business

A. Investment Policy

Bob Frese distributed an information packet from Warren Mackensen for review and comments.

B. Water Station

Darrell Eifert presented estimates for the installation, which were higher than expected. . Until a more reasonably priced station can be designed and installed, the Friends will be asked to pay the expense of the bottled water...

C. Library Page

After reviewing the job description and making changes, Linda Sadlock moved we approve the hiring of a high school student for 10 hours at minimum wage. Sara Casassa seconded the motion and all were in favor.

D. Donation - Circulation Desk

The possibility of matching funds from The Friends of the Lane Memorial Library and other sources were explored. Bill Teschek will follow up with the donor.

E. Donation Policy Revision

The policy will be amended on a motion by Linda Sadlock, which was seconded by Mary Lou Heran.

Any donation that requires cash expenditure by the library must have prior approval by the Director (i.e. moving expenses, installation costs and reimbursement for material). A record of a significant donation other than library media will be included in the Director's Report to the Board of Trustees.

F. Other-The fabric swatches and wood selection for the reading area arm chairs were presented and Sara Casassa moved we expend the donated money to purchase them. Mary Lou Heran seconded her motion and it passed unanimously

Darrell Eifert recommended we consider using some of the donated money to hire a lighting consultant to improve the current fixtures over the stacks.

## VII. New Business

### A. 2008 Holiday Schedule

Approved following a motion by Bob Frese, which was seconded by Sara Casassa. All were in favor.

### B. 2008 Budget

Mary Lou Heran moved we adjust the budget in line with the Budget Committee cuts as appropriate. Sara Casassa seconded the motion. It passed unanimously.

### C. Design Charette

Tabled until a later date.

### D. Alternate - Kris Sawyer

Linda Sadlock moved we forward our recommendation to the Board of Selectmen. Bob Frese seconded her motion and all were in favor.

### E. Bonuses for Department Heads

Discussed in a non public session at 10:38 p.m. according to RSA 91-A:3,II (a) on a motion by Sara Casassa, which was seconded by Mary Lou Heran. The motion passed unanimously. We returned to public session at 10:52 p.m. and Linda Sadlock moved we seal the nonpublic minutes following RSA 91-A3, III. Mary Lou Heran seconded the motion and all were in favor.

As a result, the Library will be closed on December 31, 2007 in recognition of the staff's extra efforts during the last six months while the Director has been on medical leave.

### F. Other

Bill Teschek distributed an incident report on teen behavior on December 17, 2007 and a minor arson incident on December 19, 2007. Sara Casassa will speak with the Principal and school resource officer.

## IX. Summary of Decisions Made

### A. Finance Policy changes

### B. Temporary Library Director authorized

### C. Library Page approved

### D. Budget revised

### E. Donation Policy clarified

### F. Holiday schedule accepted

### G. Bonuses announced

### H. Alternate designated

## X. Friends Report

Susan Hughes reported on the recent bake sale, doll clothes sale and raffle. Their next event will be the Valentine Tea.

We adjourned at 10:55 p.m. following a motion by Sara Casassa, which was seconded by Bob Frese. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary