

**Library Trustee Meeting  
Dearborn Room, Lane Memorial Library  
February 20, 2008**

Chairwoman Bridgit Valgenti called the meeting to order at 6:37 p.m. Vice Chair Sara Casassa, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Bob Frese, Alternate Susan Hughes, Interim Library Director Shirley Barron, Head of Adult Services Darrell Eifert, and Head of Technical Services Bill Teschek, were present. Also in attendance were prospective Alternate Trustee Kris Sawyer and Trustee of the Trust Funds Warren Mackensen. Alternate Dot Gooby was absent. Both Darrell Eifert and Warren Mackensen left after their presentations. Sara Casassa left at 7:50 p.m. and Susan Hughes voted in her absence.

**I. Secretary's Report**

The minutes from January 17, 2008 were accepted following a motion by Sara Casassa, which was seconded by Bob Frese. It passed unanimously. Susan Hughes moved we accept the January 17, 2008 non public minutes. Mary Lou Heran seconded her motion. All were in favor.

**II. Old Business**

**A. Water Station**

Darrell Eifert presented the total costs for the cabinet, chiller, permit and plumbing. Bob Frese moved we accept the Friends gift of the water station and have it installed. Sara Casassa seconded his motion and all were in favor.

**B. Investment Policy**

Warren Mackensen distributed a draft for the proposed investment policy for the Library Trust Funds of the Lane Memorial Library along with a Fidelity Balanced Mutual Fund Report. Following a discussion, Warren Mackensen moved to submit the investment policy for approval and requested a letter regarding our choice for investment. Sara Casassa made the motion we accept the Investment Policy. Bob Frese seconded her motion. The document was signed by all the Trustees. Before we make a decision on the mutual fund, Bridgit Valgenti would like to review the wording of the trust, especially when it comes to reinvesting the interest. Mary Lou Heran stated we must use due diligence regarding the wishes of the Lane family. All the information will be available at our next meeting.

**C. Page Position**

The page position does not meet the criteria for a high school intern. Therefore, we will leave the current staffing of two pages in the Children's Room as is, until the end of the school year.

**III. Officer's Reports**

**A. Chairperson**

Bridgit Valgenti read an email from a patron that referred to the "YA area as a private club for trouble makers". Sara Casassa gave a brief history of the YA position and staffing in the Children's Room. Linda Sadlock reported on the informal survey she conducted among New Hampshire town libraries with similar populations and their staffing for YA and Children. Shirley Barron is working to correct this issue.

Bridgit Valgenti received a letter from the PTA to appear at their candidate's night on March 4, 2008.

She also referenced a letter to the editor that appeared in both the Sunday and Tuesday Hampton Union in support of our Warrant Article.

**B. Treasurer**

Mary Lou Heran gave her report and it will be placed on file.

**IV. Director's Report**

Shirley Barron reviewed all job descriptions and recommended changes be made to three of them. She will forward her notes to the personnel committee.

**A. February Report**

Two reports, one actual and the other a draft, were distributed for analysis and will be discussed at our next meeting.

**B. Review of January Figures**

This document will be reviewed next month.

The Director's Report was accepted on a motion by Susan Hughes. Linda Sadlock seconded the motion and all were in favor. It will be placed on file.

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

Mary Lou Heran questioned the mention in three reports that library material is lost, stolen or missing. She stated it is the "cost of doing business" but wondered if there an increase. According to Bill Teschek, "it is not too bad" but there are no numbers to compare.

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

#### VI. New Business

##### A. Policy Review-Comp Time

Following a discussion, the policy for exempt employees will be changed to read "compensatory time shall be used within four pay periods of the pay period in which it was earned". Susan Hughes moved we make the change and Mary Lou Heran seconded her motion. All were in favor. There is no compensatory time for non exempt employees. Supervisors will monitor schedules since there is no money in the budget for overtime pay.

##### B. Policy Review-Fine Policy

This was covered in the Director's Report. All references to fines have been removed from the General Policies.

##### C. Evaluations

The job description and evaluation form for the Director was send to all via email and will be completed and returned to the personnel committee before the April meeting.

##### D. Air Quality Tests

If the cost of the test is included in the Johnson Controls contract we will have the air quality tested.

#### VII. Summary of Decisions Made

- A. Donation of the water station was accepted.
- B. Investment Policy was changed.
- C. Compensatory time policy was amended.

#### VIII. Friends Report

An independent Friends website was established. It can also be accessed from the library website. It will contain promotional information for the need for a new HVAC system.

They also approved a ¼ page ad in both the Hampton Union and the Atlantic News a few days before the election encouraging the passing of Warrant Article #21.

A bulk mailing brochure about the library's services and Friends activities will be ready for distribution next week. The Valentine Tea was a huge success and plans are underway for similar events.

We adjourned at 8:55 p.m. following a motion by Susan Hughes, which was seconded by Bob Frese. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary