

Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
March 20, 2008

Chairwoman Bridgit Valgenti called the meeting to order at 7:03 p.m. Vice Chair Sara Casassa, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Bob Frese, Interim Library Director Shirley Barron, Head of Adult Services Darrell Eifert, and Head of Technical Services Bill Teschek, were present. Darrell Eifert left after his presentation at 7:40 p.m.

I. Election of Officers

The slate of officers: Chair Bridgit Valgenti, Vice Chair Bob Frese, Secretary Linda Sadlock, Treasurer Mary Lou Heran, was approved by Sara Casassa and seconded by Mary Lou Heran. All were in favor.

Sara Casassa presented the name of a prospective alternate trustee. Sara Casassa will have her send a letter of intent to the Board for consideration.

II. Secretary's Report

The minutes from February 20, 2008 were accepted following a motion by Sara Casassa, which was seconded by Mary Lou Heran. The motion passed unanimously.

III. Officer's Reports

A. Chairperson

Bridgit Valgenti reported that we received the second installment of a large donation. We will officially acknowledge the donation next month after it is publicly posted. The money might be used to purchase a new modular circulation desk. Sara Casassa suggested we contact the Dunfey family, who donated the current circulation desk, to inform them of our intention.

The second house cleaning service, which was our gift to Catherine Redden while she is recuperating at home, was performed.

A patron was concerned about cleaning the computer key boards before use. Purell dispensers have been made available.

B. Treasurer

Mary Lou Heran gave her report. Ocean Bank has taken over Community Bank and a CD at Centrex Bank is coming due on the 26th. Her report will be placed on file.

IV. Director's Report

The recommended repairs for the sewer system were discussed. A second opinion and price will be solicited. The Town Hall will be asked what company they use to perform this service.

The estimate to repair two exhaust fans was also considered. Sara Casassa moved and Linda Sadlock seconded her motion to have the work performed.

Hampshire Fire Protection cited several deficiencies in the building. Shirley Barron will get estimates for compliance and this expense needs to be included in the 2009 budget.

According to a recent Town Department Head's meeting, employee accruals need to be included in the 2009 budget. Bridgit Valgenti reminded Bill Teschek that, according to the Personnel Policy, Library employees accrue vacation and sick leave based on time worked and are not awarded annually. He will make the necessary adjustments for staff to track this change.

February donations were \$153.00.

The financials were reviewed and the Director's Report will be placed on file.

V. Consent Agenda

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

We discussed the behavior and needs of the young adults who congregate after school. We assessed the YA section and requested the chairs be removed from the areas that cannot be monitored. The signs regarding their comportment also need to be changed. Sara Casassa will speak with the school resource officer and Shirley will work with the YA librarian.

VI. Old Business

A. Investment Policy

After reviewing the specific intentions of each donation made by the Lane family members, the proposed investment policy was approved. Bob Frese moved to take the money in the trust funds, except the \$500.00 donated by Lydia Lane, and move it to a Fidelity Balanced Fund. The interest and dividends will be reinvested. Sara Casassa seconded the motion and it passed unanimously. Bridgit will write a letter to Warren Mackensen regarding the \$30,000 listed in the Town Report of 2003, informing him that that money is not a trust and does not need to be monitored by the Trustees of the Trust Funds.

B. HVAC

Mary Lou Heran suggested we contact David Dill and get specific information regarding the replacement units. In addition, Delmont, York and Johnson Controls will be consulted regarding prioritizing and staging the work that needs to be done. Local contractors and town employees will also be consulted.

C. Director's Evaluation

This will be postponed due to recent events. As for Department Head evaluations, Shirley Barron will work with them to establish goals.

VII. New Business

A. Catherine Redden's Return

Her expected return on April 1st has been postponed.

B. Budget Carryover

Sara Casassa recommended that most of the money be put into contingencies and repairs. Until we can review the budget further, the Budget Carryover will remain as is. Additionally, the budget cuts that were made by Bill Teschek as Acting Director, even though they were made in haste, need to be followed.

C. Air Quality Testing

This will be done once the exhaust fans are repaired. Johnson Control does not test air quality but estimates the cost will be \$2600-\$3500. They recommended The Lawson Group for this testing. Shirley Barron will contact them

D. Security Cameras

Darrell Eifert proposed we purchase and install three security surveillance cameras (\$350.00 each) inside the building. The cameras would monitor the YA area and the corridor near the restrooms by providing streaming video and audio to a hard drive. Following a discussion, this was tabled until next month, while we consider other measures.

E. Other

National Library Week celebrations were discussed.

Linda Sadlock mentioned a patron requested we provide tax receipts for donated books. These are available.

She also reported a complaint about loud and sometimes inappropriate conversations by staff at the circulation desk. Shirley Barron will discuss this at a Department Head Meeting.

VII. Summary of Decisions Made

A. Officers were elected.

B. Exhaust fans will be repaired.

C. Investment Policy accepted.

VIII. Friends Report

Information is requested for the Spring newsletter. Bridgit Valgenti will thank the Friends for their assistance in promoting the HVAC Warrant Article.

Linda Sadlock sent a note regarding the appointment of Kris Sawyer to the Board.

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

Respectfully submitted,

Linda Sadlock, Secretary