

**Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
May 15, 2008**

Chairwoman Bridgit Valgenti called the meeting to order at 7:08 p.m. Vice Chair Bob Frese, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Acting Director Bill Teschek and Alternates Susan Hughes and Kris Sawyer were present. Susan Hughes voted for Sara Casassa, until she arrived at 7:40 p.m.

I. Secretary's Report

The minutes from April 17, 2008 were accepted following a motion by Susan Hughes, which was seconded by Mary Lou Heran. The motion passed unanimously.

II. Officer's Reports

A. Chairperson

Bridgit Valgenti reported that we received a letter from Karen Goodman, who applied for the Director's position, thanking us for the telephone interview.

B. Treasurer

Mary Lou Heran gave her report. Two CDs were renewed/rolled over. She will deposit \$10.00 into the renovation account to keep it active. Linda Sadlock mentioned the 2005 Uniform Trust Code that seeks reformation of trusts through the probate court. Mary Lou Heran will investigate this change. The report will be placed on file.

III. Director's Report

1. Bridgit Valgenti reported that Town building inspector, Kevin Shultz, will read the report regarding the sewer ejector pumps and will be available to help with the work estimates.
2. The Department Heads are working on a plan and sketch for the new circulation desk.
3. The chairs that were removed from the young adult area will be kept in the meeting room for now.
4. The trash cans that were stored in the stair well will be removed and the trash will be kept in the janitor's closet.
5. The parking spaces across from the library, near the old court house, should be used by patrons and not staff.
6. The proposed change to the public use of computers in the Children's Room was accepted following a motion by Sara Casassa. Her motion was seconded by Bob Frese and all were in favor. The policy will now read "Computers in the Children's Room are restricted to children in elementary school or younger. Parents or care givers may use them only when accompanying a child".

IV. General Financials

The book accounts were cut to cover other budget expenses. Bill Teschek will prepare a budget request for books from the non-appropriated account to make up for the short fall in our budget, due to the money removed.

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

V. Acceptance of Donations

The March donations, listed in the Acting Library Director's Report were accepted on a motion by Mary Lou Heran and seconded by Linda Sadlock. All were in favor.

VI. Consent Agenda

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

Bob Frese moved we accept the consent agenda, minus the computer usage statics. Bill Teschek will send these to the board next week. Sara Casassa seconded the motion and it passed unanimously.

VII. Old Business

A. Air Quality Testing

The preliminary report was that the mold is not harmful. We are investigating what cleaning companies remove mold. Quotes will also be obtained to remove the moldy wrapping on the pipes and have them rewrapped.

B. HVAC Update

Building Inspector, Kevin Schultz recommended the system be tested piece by piece to diagnosis the problem. The request for TRANE to evaluate the system was approved.

C. Other

None

VIII. New Business

A. Director Position Update

Bridgit Valgenti spoke with two of the references for Amanda Cooper Reynolds. Both were very positive.

B. Personnel Decision-Catherine Redden's retirement.

We went into closed session at 8:38 p.m. to discuss the issues in A. and B. above on a motion by Sara Casassa.

Linda Sadlock seconded her motion and all were in favor. The closed session ended at 9:50 p.m and Sara Casassa moved we seal the minutes. Mary Lou Heran seconded the motion and it passed unanimously.

C. Other

The Hampton Garden Club cleaned up the library grounds last evening. Bridgit Valgenti will send them a thank you note.

IX. Summary of Decisions Made

1. The policy regarding Computer use in the Children's Room was changed.
2. Amanda Reynolds Cooper will be offered the position of Library Director.
3. A retirement gift for Catherine Redden was approved.

X. Friends Report

The children's book sale is next week.

The summer book sale will be July 10, 11 and 12th.

We adjourned at 9:52 p.m. following a motion by Sara Casassa, which was seconded by Bob Frese. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary