

**Library Trustee Meeting  
New Hampshire Room, Lane Memorial Library  
June 19, 2008**

Chairwoman Bridgit Valgenti called the meeting to order at 7:05 p.m. Vice Chair Bob Frese, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Sara Casassa, Director Amanda Reynolds Cooper, Head of Technical Services Bill Teschek and Alternate Susan Hughes were present. Alternate Kris Sawyer was absent.

I. Director Amanda Reynolds Cooper was introduced to the board. Each trustee had an opportunity to express their goals for the Director and the Lane Memorial Library. They included the need for a long range plan, changes in the organizational chart and staff schedules and improvements to the building.

II. Secretary's Report

Sara Casassa accepted the minutes from both the public and nonpublic meeting on May 15, 2008 on a motion. However, there was an error in the nonpublic minutes that was corrected. Bob Frese seconded her motion and it passed unanimously.

III. Officer's Reports

A. Chairperson

Bridgit Valgenti displayed and passed around two fliers her children bought home from Center and Marston School regarding the summer reading program. She also read an email from an unhappy patron who was accused of having an overdue book. The book had been returned and was available on the shelf but not entered as returned in the computer. Amanda Reynolds Cooper will bring this incident to Head of Adult Services Darrell Eifert's attention.

B. Treasurer

Mary Lou Heran gave her report and has corrected a deposit that was put in the wrong account. She also reimbursed one candidate, who interviewed for the director's position, for travel expenses. The report will be placed on file.

IV. Director's Report

1. Bridgit Valgenti will contact Catherine Redden regarding a recent board decision made in a nonpublic session.
  2. A maintenance contract for the sewer ejection system was recommended and will be pursued.
  3. There will be follow-up regarding mold remediation, air quality retesting and recommendation for future treatment and prevention. Sara Casassa moved that the company with the lowest bid should remove the mold. Bob Frese seconded her motion and it passes unanimously.
  4. Linda Sadlock moved we have Urban Tree Company remove the two trees and the stumps at the corners of the front of the building. Bob Frese seconded the motion and all were in favor. Prior to scheduling the removal, approval will be sought from the Town and it will be mentioned on the Library blog.
  5. Painting of the exterior trim on the building, which has not been done in 25 years, was authorized on a motion by Bob Frese. Linda Sadlock seconded his motion and all passed it. At the same time the gutters will be cleaned, the railing painted, the masonry repaired and the graffiti removed.
  6. A solution needs to be found for the storage of trash and unwanted books, since they can no longer be kept in the stairwells.
  7. The library will be closed on July 5<sup>th</sup> on a motion by Mary Lou Heran and seconded by Linda Sadlock. All were in favor.
  8. The proposed policy change regarding Registration was approved by Mary Lou Heran with the following change Non-resident cards may be issued to those who live outside of Hampton but work for the Town of Hampton, "schools in Hampton" or for business located in town, etc. Her motion was seconded by Sara Casassa and approved by all.
  9. The issue of installing security cameras will be investigated and a survey of other libraries will be conducted.
- The Director's Reports will be placed on file.

IV. General Financials

Budget changes, recommended by Bill Teschek, were tabled until next month.

V. Acceptance of Donations

Mary Lou Heran suggested we acknowledge the Friend's donations along with those mentioned in the Director's Report. In the future, the Friends Report will be moved up on the agenda.

VII. Consent Agenda

A. Adult Services

B. Children's Service

C. Reference Services

D. Technical Services

The above agendas will be placed on file.

Plans for the circulation desk will be presented next month.

## VIII. Old Business

### A. HVAC Update

Several companies have been contacted regarding service contracts, performance contracts and replacement recommendations for the current system. On site visits have been arranged and the subsequent reports will be presented to the board. A committee will be formed with a representative from the energy committee, BOS and budget committee.

### B. Other

None

## IX. New Business

### A. Vacation Discussion

Amanda Reynolds Cooper has requested an unpaid vacation for the week of July 7<sup>th</sup> and July 14<sup>th</sup>. Sara Casassa and Mary Lou Heran approved it in a motion. All were in favor. Therefore, our next meeting will be July 24<sup>th</sup>.

B. A tentative date and location was discussed for a reception to introduce Amanda Reynolds Cooper. Bob Frese will speak with the Chair of the Chamber of Commerce regarding the library hosting a business after hours event in September.

### C. Preliminary Budget Discussion

Mary Lou Heran and Bob Frese will review the past budgets and take into consideration increases in salaries and benefits.

### D. Other

Linda Sadlock mentioned a conversation she had with a master gardener, who lives in Hampton, regarding the landscaping. The recommendation is to eliminate the foot traffic on the lawn by installing some type of fence or open the original entrance to the building.

There will be a special meeting regarding the HVAC in July. In addition, there will be one or two special budget meetings in August.

Bob Frese will bring Amanda Reynolds Cooper, as a guest, to a Rotary Meeting.

## X. Summary of Decisions Made

1. A company will be hired to remove the mold
2. Two trees will be removed.
3. The exterior of the building will be painted
4. The July 5<sup>th</sup> closing was approved
5. The changes to the Registration policy were accepted
6. The Director's vacation request was granted

It was suggested that this item also be changed on the agenda. It will be moved down and appear after the Friends Report.

## XI. Friends Report

The Friends purchased a LCD projector, a TV/DVD combo and three kick step stools.

The annual Red Sox tickets raffle is in progress with the drawing at the end of the summer book sale. There will also be a silent auction of items during the books sale, which will be July 10, 11 and 12<sup>th</sup>.

Thanks you postcards were sent to those who paid membership dues or made donations to the Friends for tax purposes.

Plans are also underway to celebrate the Friends 50<sup>th</sup> Anniversary.

The meeting was adjourned at 9:45 p.m. following a motion by Sara Casassa, which was seconded by Linda Sadlock. All were in favor.

Respectfully submitted,

Linda Sadlock, Secretary