

**Library Trustee Meeting
New Hampshire Room, Lane Memorial Library
July 22, 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, Director Amanda Reynolds Cooper, Head of Technical Services Bill Teschek and Alternate Kris Sawyer, voting for absent Sara Casassa, were present. Alternate Susan Hughes was also absent.

I. Secretary's Report

Mary Lou Heran moved to accept the June 19, 2008 minutes. Kris Sawyer seconded her motion and it passed collectively.

II. Officer's Reports

A. Chairperson

1. Bridgit Valgenti mentioned the email she received and forwarded to the board from the Ghost Quest Paranormal Society, offering their services to remove the ghosts from the building. We decided not to follow up on their offer.
2. She also passed around information from the State Attorney General's Office regarding SB 377 on Library Trustees Holdings.
3. A letter received from Catherine Redden was also distributed prompting a nonpublic session at 7:08 p.m., according to RSA 91-A:3.II (a) on a motion by Linda Sadlock, which was seconded by Kris Sawyer. All were in favor. We returned to public session at 7:30 p.m. and Kris Sawyer moved to seal the minutes. Bob Frese seconded her motion and all were in agreement. Bridgit Valgenti will send a response to Catherine Redden.

B. Treasurer

1. Mary Lou Heran will have her quarterly report at the next meeting. She also thanked Bob Frese for the preliminary budget work that we will discuss at our August 7th meeting, which Bridgit Valgenti will be unable to attend. In her absence, Bridgit suggested we run all the numbers, explore every avenue and consider all options. Bob Frese favors a top down approach when evaluating the budget taking into account personnel costs, building needs and collection development.
2. Mary Lou Heran mentioned the Energy Commissions recent action in Epping, where the library lumped their utilities with the town for a better rate, as something to think about and discuss with the town.
3. Linda Sadlock attended the Budget Committee Workshop on July 15, 2008 and gave a copy of the material to Amanda Reynolds Cooper.

III. Director's Report

1. The mold will be removed in the next few days.
 2. The painters did the additional work as requested and they are still trying to remove the graffiti and old paint on the bricks.
 3. John Price from the Department of Public Works might have core samples from the two pine trees, one on library property and the other on town property. Once those samples are located, we will have to review the reports and determine whether those trees have to be removed.
 3. Amanda Reynolds Cooper received a letter from Liz Webb of the Shade Tree Commission, granting permission to remove the two trees that were taken down at the beginning of the month.
 4. Bridgit Valgenti asked Amanda Reynolds Cooper about the staffing/scheduling in the Children's Room, specifically regarding the Young Adult Librarian. Her response was, in an attempt to meet the needs of the young adults, especially after school, the Young Adult Librarian will rotate upstairs on the circulation desk. Linda Sadlock asked that the Page position and job description be reevaluated to determine where it should be continued in September. She also requested the teen webpage be updated, since the last update was May 2007.
- The Director's Reports will be placed on file.

IV. General Financials

1. The gifts and donations listed in the Director's Report were accepted, with a correction to the total for downstairs to \$80.
2. The budget changes, recommended by Bill Teschek last month were considered.
3. Mary Lou Heran made a motion to move the \$1345.50 received in donations for the first six months of this year be transferred from the Trustees account to the non-appropriated account. Linda Sadlock seconded her motion and it passed unanimously.
4. Bill Teschek will email the trustees the total currently in the non-appropriate account.

V. Consent Agenda

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

The above agendas will be placed on file.

VI. Old Business

- A. Fire Upgrades-The cost for the additional sprinkler heads is \$5580.00. Amanda Reynolds Cooper recommended the money come out of the current budget. Mary Lou Heran moved the work be done, after three estimates are obtained, at a cost not to exceed \$6,000. Kris Sawyer seconded the motion and all passed it.
- B. Trash Solutions-The Department of Public Works will pick up the trash twice a week. Larger containers with lids will be used in the kitchen area for food waste.
- C. Security Cameras-Additional information was requested; what do other libraries do, what is our liability, and according to the Police Department are we legally required to monitor the stairwells and exterior of the building.
- D. Non-appropriated Budget Additions-Bob Frese motioned to authorize the Director to move \$14,295 from the non-appropriated account into department line items between now and the end of the year. Mary Lou seconded his motion and all were in favor.
- E. Circ Desk-A proposal to create a circular circulation desk that is closer to the front door was presented. However, the cost is expected to be between \$15,000 and \$20,000. Some options to consider are cutting down the current desk and/or purchasing modular units. Other costs to think about are the flooring, wiring and lighting. Tucker Library Interiors will be asked for a 'ball park figure' for both options. Mary Lou Heran brought up a previous discussion to reconfigure the work room and office space.
- F. Other-Linda Sadlock and Amanda Reynolds Cooper will share information on the HVAC performance contracts and a special board meeting will be held to discuss them next month.

VII. New Business

- A. Recent Accident-Raised platform in Meeting Room
Volunteer Jane McDermott tripped on the corner of the stage and fell on July 10, 2008. She broke her wrist and it is in a cast. Amanda Reynolds Cooper will investigate and find a solution using a railing, half wall or removal of all or part of the platform.
- B. Other-
 1. Amanda Reynolds Cooper mentioned that through a Rotary contact, we could receive a free defibrillator. She will consult with the fire department and recreation department regarding our responsibility for signage, maintenance and liability.
 2. A new state law is scheduled to go into effect on August 21, 2008 that will shift the financial responsibility for retirement benefits for public employees from the state to the town. According to Amanda Reynolds Cooper, who spoke with town counsel, we can avoid this responsibility by offering a contract to employees 60 days after the law goes into effect. Linda Sadlock will provide Amanda Reynolds Cooper with the name of an attorney, who spoke at the Trustees Annual Meeting in May, for advice regarding contracts.
 3. Amanda Reynolds Cooper presented a staff recommendation regarding holidays, vacation and personal days. Following a discussion, the board took no action.

VIII. Friends Report

None

IX. Acceptance of Donations

The \$252.00 from the circulation desks, listed in the Director's Report, with the above correction, was accepted on a motion by Kris Sawyer. Linda Sadlock seconded her motion and all were in favor.

X. Summary of Decisions Made

1. Donations were moved from the Trustee account to the non-appropriated account.
2. Up to \$6000 was authorized for the fire sprinkler upgrades.
3. \$14,295 was moved from the non-appropriate budget to the appropriated budget to cover line item needs.
4. Donations were accepted.

The meeting was adjourned at 9:16 p.m. following a motion by Bob Frese, which was seconded by Mary Lou Heran. It passed unanimously.

Respectfully submitted,

Linda Sadlock, Secretary