

Library Trustee Meeting
Lane Memorial Library, Hampton, NH
Sept 18, 2008
New Hampshire Room

Bob Frese called the meeting to order at 6:08 p.m. Director Amanda Reynolds Cooper, Assistant Director/Head of Technical Services Bill Teschek, Vice Chair Bob Frese, Secretary Linda Sadlock, Treasurer Mary Lou Heran, Sara Casassa and Alternate Kris Sawyer, voting for Bridgit Valgenti, were present. Alternate Susan Hughes and Debra Perry were absent. Chair Bridgit Valgenti arrived at 6:11 p.m.

I. Secretary's Report

Mary Lou Heran moved the minutes from July 22, 2008 be accepted. Sara Casassa seconded her motion. Mary Lou Heran moved we accept both the public and non public minutes from August 21, 2009. Kris Sawyer seconded the motion. Linda Sadlock moved Mary Lou Heran seconded the acceptance of the August 25, 2008 and September 3, 2008 minutes. When Chair Bridgit Valgenti arrived at 6:11 p.m. she asked the board to vote to accept all of the above minutes. All voted in favor.

II. Officer's Reports

- A. Chairperson-Bridgit Valgenti announced that Debra Perry is a new alternate. Amanda Reynolds Cooper presented a letter from a patron praising the staff, especially Bill Teschek, Alice Alford, and Barbara Chapman.
- B. Treasurer-Mary Lou Heran read her report and it will be placed on file.

III. Director's Reports

Sara Casassa questioned the equity of staffing in the Children's Room. Following a discussion, Amanda Reynolds Cooper was asked to consult with each staff person individually, to evaluate the needs of the patrons and staff and to report back to the board with her findings and recommendations.

The donations from 11/29/07 until the present were listed and reviewed. Sara Casassa moved we accept all donations listed, especially the two \$5000.00 donations from Richard Weston. Linda Sadlock seconded the motion and it passed unanimously.

The transfer of funds for Children's programming was also approved.

At 6:34 p.m. Bob Frese was asked to consult with the Gala Committee in another room. He returned to the meeting at 6:52 p.m.

Amanda Reynolds Cooper asked for some flexibility in adjusting the salary range and steps for the cataloger position. Considering the current budget situation, there will be no change to the advertised compensation.

Bridgit Valgenti requested additional information regarding the claim for medical treatment, rehabilitation and therapy for the injured volunteer.

Both the August and September Director's Reports with the accompanying financial reports were accepted on a motion by Sara Casassa. Linda Sadlock seconded the motion, all were in favor and they will be placed on file.

Consent Agenda

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

Linda Sadlock asked Bill Teschek to update or eliminate the date on the Teen space website.

Reference Librarian Marija Sanderling was asked to renew the subscription to the New York Times and, if necessary, request money from non-appropriated funds.

Mary Lou Heran suggested we consider soliciting endowments for the next budget cycle. She recommended we contact lawyers in the community to have their clients consider the Lane Memorial Library when they prepare their wills.

Bill Teschek was asked to consider other options for the computers when they need to be upgraded and/or replaced.

Both the August and September consent agendas will be placed on file.

IV. New Business

A. Policies Changes

1. Unaccompanied Minor

Bob Frese moved children under 1st grade be physically accompanied by an adult/guardian. Children under 4th grade must have an adult/guardian in the building responsible for their behavior at all times. Sara Casassa seconded his motion. Bridgit Valgenti abstained from the vote which passed.

2. Cell Phones

Cell phone conversations, including blue-tooth enables earpieces and headsets facilitating conversations via the internet, are prohibited in the library. All cell phone ringers must be turned off. Sara Casassa moved we accepted the motion. Linda Sadlock seconded the motion and it passed collectively.

3. Other New Business

None

VII. Old Business

A. Security Cameras

Amanda Reynolds Cooper presented information. Bob Frese moved we install them. Mary Lou Heran seconded the motion. The vote was two in favor and 3 opposed. Other solutions will be explored.

B. Circ Desk

Mary Lou Heran spoke about needing a design and overall plan. The Building Committee will explore opportunities and possibilities. Mary Lou Heran moved the issue be tabled and Sara Casassa seconded the motion. It passed unanimously.

C. Landscaping around A/C enclosures

Elf's Landscaping was chosen.

D. Meeting Room platform update

A metal railing will be installed.

E. Other

None

VIII. Friends Report

The Gala was rescheduled to November.

IX. Acceptance of Donations

\$214.00 collected in July and \$558.00 collected in August were accepted by Linda Sadlock. Mary Lou Heran seconded the motion and all were in favor.

X. Summary of Decisions Made

All donations were accepted.

The unaccompanied minor policy was changed.

A cell phone policy was approved.

Changes to the circulation desk were tabled.

The meeting was adjourned at 8:55 p.m. on Bob Frese's motion. Mary Lou Heran seconded it and all were in favor.

Respectfully submitted,

Linda Sadlock, Secretary