

Library Trustee Meeting
Lane Memorial Library, Hampton, NH
October 16, 2008
New Hampshire Room

Chair Bridgit Valgenti called the meeting to order at 6:03 p.m. Director Amanda Reynolds Cooper, Assistant Director/Head of Technical Services Bill Teschek, Vice Chair Bob Frese and Secretary Linda Sadlock were present. Three students from Winnacunnet High School, Adam Moriarty Alissa Frese and Christine Wong, were also in attendance, until 7:05 p.m. Treasurer Mary Lou Heran arrived at 6:08 p.m. and Susan Hughes, voting for absent Sara Casassa arrived at 6:45 p.m. Alternates Kris Sawyer and Debra Perry were also absent.

I. Secretary's Report

Bob Frese moved the minutes from September 18, 2008 be accepted. Linda Sadlock seconded his motion. Amanda Reynolds Cooper noted the need for a correction. The use of funds for children's programming is to be taken from non appropriated and not transferred from another account. With the correction, all approved the minutes.

II. Officer's Reports

A. Chairperson

Bridgit Valgenti asked that the reports for the meeting be sent out by the Friday before the meeting.

B. Treasurer

Mary Lou Heran presented her quarterly report. She will look for the best interest rate for the two CDs that expire this month. She asked if the tax ID # was for the Lane Memorial or shares with the town. Amanda Reynolds Cooper will investigate.

III. Director's Reports

Bridgit Valgenti questioned recent communications mentioned in the Director's report. One was regarding a contractor and the other staffing. In the future, all communications between staff and Trustees will be via the Director.

Linda Sadlock moved that former trustees, who now live out of town, be issued a library card and the fee be waived. Mary Lou Heran seconded the motion. All, except Bob Frese, approved.

The library is currently compliant with the 1988 ADA. Amanda Reynolds Cooper will explore other options for handicapped access into the Little room, as the space cannot accommodate a 24 foot straight ramp.

Amanda Reynolds Cooper's request for maternity leave was approved. She is not eligible for paid leave but will be compensated at her hourly rate for limited library work performed during the three months.

Bridgit Valgenti questioned a \$6916.00 entry for landscaping. Amanda Reynolds Cooper explained it was probably for repairs and on the wrong line but will confirm.

The October Director's Report with the accompanying financial reports will be placed on file.

Consent Agenda

- A. Adult Services
- B. Children's Services
- C. Reference Services
- D. Technical Services-no report

The theft of Young Adult material and music CDs was discussed. Statistics regarding the % of theft in public libraries and ways to secure the collection were requested.

The staffing in the Children's Room has not been addressed. However, a meeting is scheduled for next week.

The consent agendas will be placed on file.

IV. New Business

A. Catherine Redden Memorial Gift

Several ideas and the possibility of matching funds from the Friends and Trustees were discussed.

B. Seacoast Trustee Assn Meeting Update

A very productive meeting was held on October 4, 2008 at the Rye Library, which Mary Lou Heran attended. The Seacoast Trustees will meet quarterly and the Seacoast Friends annually. Mary Lou Heran offered the Lane Memorial Library, as a host for the next meeting scheduled for January 17, 2009. A snow date will also be scheduled.

C. Policies

1. Personal/Comp Time

Following a discussion on laws, rules, FTO (flexible time off) and exempt vs. nonexempt classification, no change was made.

2. Spending Limits

Susan Hughes moved we eliminate the section on Purchases between \$250.00 and \$500.00. Bob Frese seconded her motion and it passed unanimously.

Other New Business

None

VII. Old Business

A. Cataloguer Position

The request to schedule an emergency meeting of the Trustees to consider this candidate was questioned. It was decided that emergency meetings would be called for issues that have a deadline prior to the regular meeting date.

The final candidate's qualifications were considered. Bob Frese moved the position be offered with the requirement of enrollment in a MLS program within 6 months from the date of employment. Susan Hughes seconded his motion. All were in favor, except Bridgit Valgenti.

The salary for this position will be Step 1, based on past experience and subject to a six month review. In addition, \$1000.00 a semester for a total of \$2000.00, for the first year, for MLS

courses was authorized on a motion by Susan Hughes. Mary Lou Heran seconded the motion and all were in favor.

B. Fundraising Plan

Susan Hughes and Bob Frese tabled this on a motion. It was unanimously passed.

C. HVAC Update

Following a review of maintenance contracts and other options, it was decided to continue with Johnson Controls and pursue a performance contract arrangement.

D. Building Renovations

Amanda Reynolds Cooper will explore possibilities; consult with an architect and present proposals and estimates next month.

E. Other

Linda Sadlock mentioned an article in the Hampton Unions regarding the behavior of students from Hampton Academy in the Hampton Playground, across from the library. Once the weather changes, the students usually come into the Library. Staff concerns about discipline and safety were discussed. Amanda Reynolds Cooper reported the staff is prepared.

VIII. Friends Report

The Gala tickets are on sale for November 8, 2009. The Hampton Rotary will co chair the event in memory of Catherine Redden.

The children's book sale will be November 5th and 6th.

A fundraising bulk mailing for local businesses is planned.

IX. Acceptance of Donations

\$232.00 collected in September and \$1235.00 donated in Catherine Redden's memory were accepted by Susan Hughes and Linda Sadlock seconded her motion and all were in favor.

X. Summary of Decisions Made

A former trustee will be given a library card and the fee will be waived.

The candidate for the cataloguer position was approved, as well as the salary step.

The spending limit policy was changed.

All donations were accepted.

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