

**Library Trustee Meeting Agenda  
Lane Memorial Library, Hampton, NH  
Dec 18, 2008  
Dearborn Room, 6 PM**

Chair Bridgit Valgenti called the meeting to order at 6:06 p.m. Assistant Director/Head of Technical Services Bill Teschek, Treasurer Mary Lou Heran, Secretary Linda Sadlock, Sara Casassa and Alternate Debra Perry, voting for Bob Frese, were present. Director Amanda Reynolds Cooper, Vice Chair Bob Frese, and Alternates Susan Hughes and Kris Sawyer were absent.

**I. Secretary's Report**

The minutes from November 19, 2008 were accepted on a motion made by Sara Casassa, which was seconded by Mary Lou Heran. It passed unanimously.

**II. Officer's Reports**

**A. Chairperson**

Bridgit Valgenti read a letter of thanks from Winnacunnet High School students, Christina Wong and Alissa Frese. They were able to complete a project by attending our meeting in October.

The HVAC and Interior Design plans will be on the agenda when Amanda Reynolds Cooper returns.

**B. Treasurer**

Mary Lou Heran read her report and it will be placed on file.

The Chamber of Commerce membership will be paid. Bill Teschek will send information regarding their meeting dates to the staff and board.

Bridgit Valgenti mentioned the presence of some staff members at the Gala. She suggested special ticket prices, courtesy of the board and/or Friends, be offered to staff in the future.

**III. Director's Report**

The report was reviewed.

**IV. General Financials**

Linda Sadlock questioned a bank fee, which was a charge for a bounced check. That patron's account has been flagged.

**V. Consent Agenda**

**A. Adult Services**

The request to install new shelves was deferred until comprehensive interior design plans can be presented.

**B. Children's Services**

To prevent the loss of DVDs, Sara Casassa moved we purchase a security carousel from non-appropriated funds. Mary Lou Heran seconded the motion and all were in favor.

***C. Reference Services***

Linda Sadlock asked if the Reference Department needs more staff to handle the volume of Inter-Library Loans. A former reference librarian has been hired as part time substitute employee and will be available if needed.

***D. Technical Services***

No report.

The Director's Report, General Financials and Consent Agendas will be placed on file.

**VI. New Business**

***A. Payroll Overage***

Sara Casassa will investigate this.

***B. Budget Update***

We should be receiving a check from the town for unspent funds.

***C. Sub Hires***

Two former employees were hired as subs. Another candidate will be offered the position. The salary range will be \$11.00-\$15.00 per hour, depending on assignment. Linda Sadlock moved the hiring be approved. Mary Lou Heran seconded the motion. All were in favor.

***D. Other***

A patron involved with Winnacunnet High School is interested in establishing a partnership with the Lane Memorial Library for future author/book group presentations.

**VII. Old Business**

***A. MLS Course Reimbursement Policy***

The following will be added to the Personnel Policy in Chapter 12, under Fringe Benefits, Reimbursement for College Courses Attended:

For Masters level library courses, the library will reimburse up to \$1500 per full time employee per calendar year, provided that funds are available. Requests need to be submitted to the Director and approved by July for the following fiscal year. If funds are still available, additional requests will be considered and need to be submitted by December.

Sara Casassa, seconded by Linda Sadlock with all in favor, made this change on a motion.

***B. Trustee Memorial Gift in honor of Catherine Redden***

Sara Casassa moved the Trustees donate \$500.00, with the possibility of more when a final plan is presented. Debra Perry seconded the motion and it passed collectively. Several ideas were discussed and it was decided to ask Darrell Eifert for suggestions.

***C. Children's Room Schedule***

Chapter 12 of the Personnel Policy was reviewed. There was a discussion on the hours of work, work schedules, utilization figures, community needs, goal setting and the organizational chart. Linda Sadlock tabled the subject on a motion, until the Director returns. Mary Lou Heran seconded her motion and all were in agreement.

***D. Other***

Bridgit Valgenti reminded us about the upcoming election in March. Two current members will not be running for reelection. Possible candidates were mentioned.

**VIII. Friends Report**

The Doll Clothes auction was not a great success due to the ice storm and power outages.

The Twilight Book Club continues to meet monthly.

Plans for another Gala are being considered.

The Valentine's Tea is scheduled for February 14, 2009.

PayPal payment options are being explored before the town wide business mailing.

**IX. Acceptance of Donations**

In addition to the donations mentioned in the Director's Report, we accepted another \$600.00 on a motion by Mary Lou Heran. Sara Casassa seconded the motion and all were in agreement.

**X. Summary of Decisions Made**

A DVD carousel will be purchased for the Children's Room.

The hiring of three subs was approved.

The policy for reimbursement for MLS classes attended was changed.

\$500.00 will be donated to the Catherine Redden Memorial Fund.

Changes in the Children's Room schedule were tabled.

Donations were accepted.

A motion to adjourn was made by Debra Perry. Mary Lou Heran seconded it. All were in favor. We adjourned at 8:15 p.m.

Respectfully submitted,

Linda Sadlock, Secretary