

Library Trustee Meeting  
Lane Memorial Library, Hampton, NH  
New Hampshire Room  
March 18, 2009

Chair Brigit Valgenti called the meeting to order at 6:08 p.m. Director Amanda Reynolds Cooper, Assistant Director/Head of Technical Services Bill Teschek, Treasurer Mary Lou Heran, Alternate Debra Perry and Richard Larkin were present. Vice Chair Linda Sadlock was absent. Vice Chair Bob Frese was absent. Alternates Susan Hughes and Kris Sawyer were absent. Assistant Children's Librarian Joanne Mulready was also in attendance.

**I. Secretary's Report**

Mary Lou Heran moved that the minutes from Feb. 19, 2009 be accepted with the correction to the spelling of Amanda Reynolds Cooper's name. Debra Perry seconded her motion. All voted in favor.

**II. Officers' Reports**

A. Chair

Bridgit Valgenti received an email from bmacdonald40@comcast.net commending a courteous library staff.

Bridgit Valgenti informed us that Alternate Susan Hughes could not make the 6 p.m. monthly Trustee meeting schedule. Discussion was made about changing the time. Amanda Reynolds Cooper noted that since the library entrance doors lock at 8 p.m., there currently isn't a way to enable a member of the general public to enter this public meeting if arriving after 8 p.m. Mary Lou Heran suggested we trial the next meeting start time at 6:30 p.m.

B. Treasurer

The monthly report was read and will be placed on file.

**III. Election of Officers**

The slate of officers— Chair Mary Lou Heran, Vice Chair Linda Sadlock, Treasurer Bridgit Valgenti and Secretary Debra Perry—was moved by Bridgit Valgenti and seconded by Mary Lou Heran. All were in favor.

Mary Lou suggested that Bridgit continue to chair this meeting, since she had prepared the agenda.

**IV. Director's Report**

Barbara Chapman has submitted her resignation. Head of Adult Services Darrell Eifert is reviewing the job description to ensure it is current.

Amanda Reynolds Cooper clarified that the "Patrons Through the Door" total for 2009 in the Adult Services report is askew, since the scanner was working incorrectly at the time.

February donations were \$198.50.

There were no questions or comments on the financial reports.

The Director's Report and accompanying financial reports will be placed on file.

## **V. Consent Agenda**

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

The Consent Agenda reports will be placed on file.

## **VI. Business**

### **A. Reference/YA Position and Children's Room Staffing and Hours**

The hiring of two part-time positions for the Children's Room was discussed to help fill the vacancy created when Kirsten Corbett moves upstairs to the Reference Desk. Staffing hours for the Children's Room were discussed as well as equity in scheduling for all staff. Ongoing budget concerns were also discussed.

Bridgit Valgenti requested that a job description and skill set needed for the position(s) be submitted for the Board's consideration. Amanda Reynolds Cooper will look into ways to cover the staffing in the interim.

Richard Larkin moved that the discussion on hiring be tabled till next meeting. Mary Lou Heran seconded the motion. It passed unanimously.

### **B. Budget**

There is a discrepancy in the default budget versus the budget as voted by town warrant. Mary Lou Heran will contact Financial Director Mike Schwartz asking him to clarify this discrepancy.

A difference between the requested and default budget of \$21,426 was noted. However, with the amount in our budget carry-over, we should be able to correct that shortfall.

### **C. Old Business**

I. Mary Lou Heran asked about the status of the grant that the Energy Committee has assigned to the Library. Amanda Reynolds Cooper will contact the committee and get more details for the next meeting.

II. Darrell Eifert has found shelving matching our current shelves that would be modular and maximize our current book space. Amanda Reynolds Cooper will look into the costs to have the shelves welded and assembled.

III. A potential idea for the \$10K Richard Weston donation is to use it toward upgrading the Lane Room's audio/visual system for its theater and art gallery purposes.

Darrell has received one quote for \$11K-\$15K, which would outfit the Lane for its theater A/V needs.

Amanda Reynolds Cooper will ask Darrell Eifert to obtain two additional quotes.

**VII. Friends Report**

A vote on a purchase of comfortable, stackable chairs for the Lane Room's theater purposes was approved.

**VIII. Acceptance of Donations**

The donations listed in the Director's Report were accepted by unanimous vote on a motion by Debra Perry, seconded by Richard Larkin.

**IX. Summary of Decisions Made**

The new slate of officers was accepted.

All donations were accepted.

The discussion of the Children's Room hiring was tabled, and Amanda Reynolds Cooper will check into how to cover the staffing in the interim.

The next meeting of the Board will be April 16, 6:30p.m.

The meeting was adjourned at 8:27 p.m. on Richard Larkin's motion. Mary Lou Heran seconded it and all were in favor.

Respectfully submitted,

Debra Perry, Secretary