

Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Room  
April 16, 2009

Chair Mary Lou Heran called the meeting to order at 6:34 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Treasurer Bridgit Valgenti, Secretary Debra Perry, Richard Larkin, and Alternate Sue Hughes were present. Head of Children's Services Paulina Shadowens and Assistant Children's Librarian Joanne Mulready were in attendance until 7:52 p.m. Hampton Town Democratic Committee Chair Chris Muns was also in attendance, until 6:46 p.m. Alternate Kris Sawyer was absent. Alternate Sue Hughes voted for Bridgit Valgenti when she left the meeting at 9 p.m.

## **I. New Business**

### **Earth Day Cleanup at Lane**

Hampton Town democratic Committee Chair Chris Muns gave details of the Earth Day event he and his committee initiated for the cleanup and general grooming of Lane's grounds. All are welcome to come and help, or come and support the workers. The work will be from 1-3 p.m., rain or shine. Heran thanked Muns for his and his group's efforts on behalf of the library.

### **Upcoming Workshops and Conferences**

Amanda Reynolds Cooper provided information on the many upcoming workshops and conferences Trustees and/or Library staff may participate in.

### **Trustee Goals**

Heran asked that we start considering goals for this year to set, including strengths, weaknesses, opportunities, and threats, so that we can maximize our potential.

### **Committee Assignments and Goals**

Heran recommended that we use the interim until our next meeting to think about what trustee committees (Personnel, Finance, Facilities, PR/Marketing? etc.) we should form and with what goals.

## **II. Old Business**

### **Children's Room Staffing**

Reynolds Cooper recommended the hiring of a Children's Services Library Assistant upon Alice Alford's retirement. The position would help accommodate for the Young Adult Librarian's position moving upstairs to the Reference Desk and having closer proximity to the YA section. Paulina Shadowens presented the duties and job description that the position would entail. Bridgit Valgenti moved that the Children's Room hire a part-time Library Assistant at 26.5 hours per week. Debra Perry seconded the motion. All were in favor.

### **Children's Services Hours**

At 7:52 p.m. Linda Sadlock moved that we enter a nonpublic session, according to RSA 91-A:3 II, to discuss staffing hours of the Children's Room. Valgenti seconded the motion. The vote passed 4-1, with Richard Larkin abstaining.

Perry made a motion to end the nonpublic session at 8:30 p.m. Sadlock seconded the motion. The motion passed unanimously.

### **Adult Services Staffing**

Reynolds Cooper recommended the hiring of an AS Library Assistant to fill the vacancy of retiring librarian Barbara Chapman. The new hire would perform noted general and special duties under the direct supervision of the head of Adult Services. Larkin moved to accept the recommendation to hire an AS Library Assistant at up to 17 hours a week. Valgenti seconded the motion. All were in favor.

### **Trustee Recognition of Alice Alford and Barbara Chapman**

Valgenti moved that the Trustees bestow monetary gifts of \$250 to retiring Alice Alford and \$150 to retiring Barbara Chapman in appreciation and recognition of their years of service to the library. Sadlock seconded the motion. It passed unanimously.

### **Finance: Staff Salaries**

Everyone is in agreement that the staff salaries of 2009 will be implemented.

### **Building: Energy Audit Grant**

Reynolds Cooper received notification that we will not be getting an energy audit from the Energy Commission. There appears to have been a misunderstanding and those monies will not be available.

## **III. Officers' Reports**

### **Secretary**

Reynolds Cooper said the March 18, 2009 minutes should be emended to read under VI. Business B. Budget: "A difference between the requested and default budget total of \$21,426 was noted. ..." Sadlock moved that we accept the minutes as corrected. Valgenti seconded the motion, which passed unanimously.

### **Chair**

Heran presented correspondence and information regarding upcoming Trustee training.

### **Treasurer**

Valgenti presented the monthly report.

The General Financials will be placed on record.

## **IV. Director's Report**

Reynolds Cooper clarified that the March 2009 Operating Budget should read, on page 2 under Reference Services' first line item: "Nonfiction DVDs" instead of just "Nonfiction."

March donations totaled \$210.

The Director's Report, accompanying financial reports, and department reports were noted and will be placed on file.

#### **V. Friends' Report**

Sue Hughes reported that the Friends has about \$25,000 in its treasury. The Friends will not be having a Children's book Sale in May; but will instead sell books only to the Centre School children. A general book sale will be held in June. The bulk mailing to businesses went out, but has had little success.

The Trustees were presented with a donation from the Friends of 60 chairs and storage sleds for Lane Room use. Perry moved that the library staff be able to sell the excess older chairs from the Lane Room. Hughes seconded the motion. All were in favor.

Perry has turned the reins of the Twilight Book Club over to Darrell Eifert, who has been an active and very supportive member of the group since its inception in March 2008. The Twilight Book Club is still going strong and Perry remains a member.

#### **VI. Acceptance of Donations**

Sadlock moved to accept the donations listed in the Director's report and from the Friends of 60 chairs and storage sleds for Lane Room use. Larkin seconded the motion. It passed unanimously.

#### **VII. Summary of Decisions Made**

Hiring was approved for a part-time, 26.5-hour Library Assistant position for Children's Services.

Hiring was approved for an AS Library Assistant for up to 17 hours per week.

A policy was made effecting that no staff member can be permanently scheduled to work outside the library's hours of operation.

All donations were accepted.

Retirement gifts will be bestowed to Alice Alford and Barbara Chapman in recognition of their services.

The meeting was adjourned at 9:45 p.m. by unanimous vote upon a motion by Larkin, seconded by Hughes.

Respectfully submitted,

Debra Perry, Secretary

