

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
NH Room
June 18, 2009

Chair Mary Lou Heran called the meeting to order at 6:45 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Secretary Debra Perry and Richard Larkin were present. Treasurer Bridgit Valgenti was in attendance until 7:06 p.m., returned at 7:25 p.m., and left at 8:30 p.m. Alternate Bob Frese voted for her in her absence. Alternates Sue Hughes and Kris Sawyer were absent.

I. Officers' Reports

A. Secretary

Linda Sadlock moved that the minutes from May 21, 2009 be accepted with the correction to the Friends' Book Sale dates to that of June 17-20. Richard Larkin seconded her motion. Amanda Reynolds Cooper noted the need for two other corrections: The library is recommended by the town hall to mimic the school's disaster recovery plan regarding illnesses. Also, committees can be replaced by special committees as opposed to task groups, per the bylaws. With the corrections, all approved the minutes.

B. Chair

Mary Lou Heran had no new items to report.

C. Treasurer

Bridgit Valgenti presented the reports for April and May, which will be placed on file.

II. Director's Report

A. Department Reports

Reynolds Cooper will email the Board an update of the Lane section of the Hampton Master Plan draft.

May monetary donations totaled \$239.

The Director's Report will be placed on file.

III. Old Business

A. Personnel

Reynolds Cooper asked that we table the discussion of the Adult Services Library Assistant position until next month.

Larkin motioned that we ratify the hiring of Wendy Rega as the part-time Children's Room Library Assistant. Debra Perry seconded the motion. All were in favor.

B. Building

Larkin recommended we consider Control Technologies as a contractor for the HVAC repair and/or maintenance. Reynolds Cooper will review and pass on to the Board the dialogue she had with Control Technologies in the past.

Reynolds Cooper will ask an energy auditor who had expressed interest in providing Lane an energy audit at a reduced fee to submit a proposal. She will also get two more energy audit bids for comparison and review. Valgenti motioned that we allocate up to \$500 from the renovations portion of the Trustee accounts for an energy audit from one of the three energy audit bids we receive. Sadlock seconded the motion. All were in favor.

Larkin and Reynolds Cooper recommended that the aluminum bench with the plaque out front be moved to the side of the tree on Academy Road. This would also entail the removal of the rocks that the bench is currently positioned on. Reynolds Cooper will get a fee on what this would cost.

Reynolds Cooper presented options for reappointing the Redden/Dearborn Room. It was determined that we will keep the existing tables and get pricing on reupholstering eight of the existing wood chairs. Frese offered to investigate window treatments, which might use the same fabric as the chairs.

D. Reynolds Cooper will create a policy that outlines to donors the terms in which Lane will accept donations.

IV. New Business

A. Personnel

Sadlock noted that as of this month, Reynolds Cooper has been Lane Director for one year. Sadlock recently conducted a six-month interim evaluation with Reynolds Cooper and they will do another interim evaluation in September.

B. Building

Reynolds Cooper offered to investigate a new outdoor library sign.

C. Other

Larkin recapped some details of the Seacoast Trustees Association he attended.

Heran will contact Wiggins trustees to gauge their interest in co-hosting the next Seacoast Trustees Conference, with us providing the venue and them leading the event.

Several professional development classes are coming up in July, Reynolds Cooper noted. Darrell Eifert will plan to attend the July 11 class: Managing Successful Volunteer Programs, which costs \$160. Reynolds Cooper will attend the 3-day Professional Grant Writing Workshop at UNH, which costs \$600. Frese moved that we allocate the \$760 class' costs from nonappropriated funds for workshops and conferences. Sadlock seconded the motion. All approved.

V. Friends' Report

The Friends' Book Sale is June 17-20 at Lane.

VI. Acceptance of Donations

Sadlock moved to accept the donations listed in the Director's Report. Frese seconded the motion. It passed unanimously.

VII. Summary of Decisions Made

The hiring of Wendy Rega as the part-time Children's Room Library Assistant was ratified.

Up to \$500 was allocated from the renovations portion of the Trustee accounts for an energy audit.

All donations were accepted.

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

The meeting adjourned at 9:06 p.m. by unanimous vote upon a motion by Perry, seconded by Larkin.

Respectfully submitted,

Debra Perry, Secretary