

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Room
September 17, 2009

Chair Mary Lou Heran called the meeting to order at 6:38 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Bob Lamothe, Alternate Bob Frese voting for Treasurer Bridgit Valgenti, Alternate Susan Hughes voting for Secretary Debra Perry, and Alternate Kris Sawyer were present.

I. Officers' Reports

A. Secretary

In Perry's absence, the acceptance of the Secretary's report from the August 20th meeting was tabled.

B. Chair

Heran discussed revising the 5 year plan to include building updates (carpets, lighting, technology, etc), and asked Reynolds Cooper to provide feedback to the Trustees by January.

C. Treasurer

The Treasurer's report will be placed on file. The operating budget and non-appropriated report were reviewed. Reynolds Cooper received a letter from Unitil regarding an increase in gas prices for the coming year. The budget is still reasonable based on that anticipated increase. A check for the new theater system will be paid out of non-appropriated, and the Trustees will reimburse that amount into non-appropriated.

II. Director's Report

A. Department Reports

- Shelf shifting is almost complete
- Energy audit results are pending
- Furniture rearranged in the Children's Room to highlight new non-fiction titles
- Centre School children's book sale tentatively scheduled for 11/4
- Teen Section move is complete
- In Adult Services report, the new patrons added number reflects new patrons only, not renewals
- August monetary donations totaled \$119.00

The Director's Report will be placed on file.

III. Old Business

A. Personnel

Sadlock moved to spend up to \$500 out of the contingency line item to support upcoming professional development expenses. Hughes seconded, and all were in favor.

B. Building

The Trustees discussed décor details for the Dearborn Room. The Catherine Redden memorial budget is \$2500. End caps will be paid for out of nonappropriated library funds.

Expected expenses:

- \$1600 for window treatments
- \$650 for blinds
- \$650 to reupholster 8 chairs
- \$1800 for high density cut pile commercial grade carpet
- \$500 leather chair

Total: \$5200

Sadlock moved to spend up to \$5500 out of the Trustee account to complete the Dearborn Redden Room. Lamothe seconded, and all were in favor.

Frese moved to rename the Dearborn Room to the Dearborn Redden Room. Sadlock seconded, and all were in favor.

The Trustees will ask the Friends if they are interested in sponsoring the NH Room for redecoration.

Hughes will investigate a new outdoor sign and report at a future meeting.

IV. New Business

A. Personnel

Reynolds Cooper proposed an update to the snow closing policy. The proposal will outline a tiered approach. In the case of a blizzard, the library will close. In the case of a questionable snow day, a skeleton staff (minimum of 3 staff members required to open – supervisor, front desk, and children's) composed of staff members who live nearby, would open the library on a 9am-5pm schedule. As part of this proposal, full time staff members would receive “evergreen” comp time, and part time staff members would receive double pay.

Reynolds Cooper will present a final revision for vote at the October meeting.

B. Finance

No new business this month.

C. Building

No new business this month.

D. Other

Reynolds Cooper reviewed loss prevention technologies. Magnetic tags are an older technology that works only with a door monitor. RFID is a newer technology that helps with inventory, faster scan, and provides more detailed information (in/out, out of place). It uses a pad for easy check-in, check-out, and leaves self-checkout as a future option. The price quoted includes door gates, software, a scanner for inventory, 6 pads, 50,000 tags, and rental of fast tagging system. The painted door at the entrance would have to be turned into a fire door to keep gate cost as shown. Reynolds Cooper will provide calculations on the cost of missing and misplaced items at a future meeting.

Reynolds Cooper reviewed an update to the behavior policy. Sadlock moved to amend the behavior policy to block or limit accounts as specified in the Director's report. Hughes seconded, and all were in favor.

Reynolds Cooper will explore blocked patron help from the Police Department further, and will report at a future Trustees meeting.

V. Acceptance of Donations

Hughes moved to accept the following donations:

- \$119 from the conscience jar
- \$500 from Friends for step stools
- \$200 from Friends for printer
- \$600 from Friends for museum passes

Frese seconded the motion, and it passed unanimously.

VI. Summary of Decisions Made

The Trustees voted to spend up to \$500 out of the contingency line item to support upcoming professional development expenses.

The Trustees voted to spend up to \$5500 out of the Trustee account to complete the Dearborn Redden Room.

The Dearborn Room will be renamed the Dearborn Redden Room in honor of past director Catherine Redden.

The behavior policy was amended to block or limit accounts as specified in the Director's report.

All donations were accepted.

The next meeting of the Board will be Thursday, October 15th at 6:30 p.m.

The meeting adjourned at 9:00 p.m. by unanimous vote upon a motion by Sadlock, seconded by Lamothe.

Respectfully submitted,

Susan Hughes, for Secretary Debra Perry