

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Room
Nov. 19, 2009

Chair Mary Lou Heran called the meeting to order at 6:33 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Secretary Debra Perry and Alternate Kris Sawyer were present. Bob Lamothe and Alternates Sue Hughes and Bob Frese were absent.

I. Officers' Reports

A. Secretary

Reynolds Cooper noted two corrections for the Oct. 22 meeting minutes: If further action to recoup lost library items is required beyond a standard letter on Hampton Police letterhead to blocked patrons, then it would be decided. Also, Reynolds Cooper will review two quotes for gutters replacement and cleaning. Sadlock moved that the minutes from the Oct. 22 meeting be accepted as corrected. Sawyer seconded her motion, and all approved.

B. Chair

Heran had no new business to report this month.

C. Treasurer

The Treasurer's Report was tabled until the next meeting.

II. Director's Report

A. Department Reports

September monetary donations totaled \$139.

The Director's Report will be placed on file.

III. Old Business

A. Personnel

Reynolds Cooper presented revisions to the library's emergency closures policies. Sadlock motioned to accept the two new Emergency Closure policies as presented and Sawyer seconded the move. All were in favor.

The approval of the Library Director job description and evaluation form was tabled until the December meeting.

B. Finance

No new business this month.

C. Building

A dedication celebration of the Dearborn Redden Room is tentatively scheduled for Sat., Jan. 9, 2010. Reynolds Cooper is working on acquiring the few remaining items needed to complete the room, including a clock, lamp and stenciling.

IV. New Business

A. Personnel

Interviews for the search to fill the Front Desk part-time position have gone well and the next step of offering the position to a final candidate will commence.

The open Trustee board position will be publicly advertised.

B. Finance

No new business this month.

C. Building

The broken concrete on the library side of Academy Avenue was removed and the asphalt was repaved in the parking area. A letter of thanks will be sent to the Board of Selectmen for that work done by the Department of Public Works.

V. Friends Report

The Friends had a successful book sale in November, raising \$680.

VI. Acceptance of Donations

Perry moved to accept the donations listed in the Director's Report. Sadlock seconded the motion, and it passed unanimously.

VI. Summary of Decisions Made

The Emergency Closures policies were accepted.

A celebration to dedicate the Dearborn Redden Room was scheduled for Jan. 9, 2010.

An offer will be extended to the final candidate for the Front Desk librarian position.

The Board will advertise the Trustee vacancy.

All donations were accepted.

The next meeting of the Board will be Thursday, Dec. 17 at 6:30 p.m.

The meeting adjourned at 8:04 p.m. by unanimous vote upon a motion by Perry, seconded by Sawyer.

Respectfully submitted,

Debra Perry, Secretary