

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

Chair Mary Lou Heran called the meeting to order at 6:35 PM. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Trustee Bob Lamothe, and Alternative Kris Sawyer were present. Trustee Deb Perry and Alternatives Sue Hughes and Bob Frese were absent. Trustee candidates Sunny Kravitz and Richard Lasky, Jr. also attended.

I. Officer's Reports

A. Secretary

Minutes were tabled until next meeting as Secretary Debra Perry was absent.

B. Chair

No report.

C. Treasurer

Mary Lou Heran reported that the current balance in the regular acct. totaled \$15,451.89, which reflected a \$359 deposit and \$1.24 interest.

In the Renovation Acct. the balance is \$5742.99. The Raymond James acct. total \$24,904.64.

Sadlock moved to accept financials and place them on file.

II. Director's Report

A. Department Reports

Reynolds Cooper is still pursuing quotes on gutters.

Sadlock asked for data for Children's Room usage to reflect volume of patrons, peak times etc.

III. Old Business

A. Personnel

Job description forms were tabled until next meeting.

B. Finance

No new business the month.

C. Building

Reynolds Cooper reported that the Dearborn Redden Room will be dedicated on Jan 9 at 11:00 AM. The invitation to the dedication was shared with Trustees and all approved.

Invitations are being sent to Catherine Redden's family, Rotary, and Historical Society along with notices in the library newsletter, Granite Bits. Reverend Deb Knowlton has

confirmed that she will attend to do the dedication. Lamothe asked if the two wing - backed chairs could be cleaned before the event.

#### IV. New Business

##### A. Personnel

Reynolds Cooper wanted clarification on vacation policy. Currently the library has no specific policy dealing with vacation time carrying forward. Reynolds Cooper proposed that the policy read: Unused annual leave may be carried into subsequent years and accumulated, to a maximum of 37.5 hours. Additional hours may be carried forward by permission of the Board of Trustees.

Clarification on several points needed before this is approved. Tabled until next meeting.

Reynolds Cooper then asked for change in current Holiday pay for new employees policy. Currently, policy reads Part-time employees with at least one year continuous service, and all full-time employees shall be entitled to the above paid holidays if they are scheduled to work on that day. Full-time probationary employees shall be entitled to paid holidays only after they have completed 90 days of satisfactory employment prior to the holiday.

Reynolds requested that the last sentence be stricken from the policy. Sadlock moved to make requested change to holiday policy. Lamothe seconded. All approved.

Weather Emergency Policy tabled. Heran will research further.

Lane Library 2010 Holiday Schedule Proposal discussed. Decision to keep library open on Civil Right's Day and then document if patronage warrants keeping library open on other holidays still in question.

##### B. Finance

Reynolds Cooper requested that monies saved from periodicals be spent for an Xbox system for the YA program. Sadlock moved that up to \$750 be spent on a game system. Sawyer seconded. All approved.

##### C. Building

Reynolds Cooper presented list of Wants and Needs for future planning.

##### D. Other

Reynolds Cooper reported that Stacy has successfully completed her first semester of graduate school and requested that she be paid for that semester.

Staff Christmas gifts were discussed. Sadlock moved that 15 Gift Cards at \$25 each be purchased. Sawyer seconded. All approved.

Heran will present three names for trustee positions to Town Clerk. Candidates are Sunny Kravitz, Richard Larkin, and Richard Lasky Jr.

#### V. Acceptance of Donations

Heran moved to accept donations as listed in the Director's Report.

Lamothe seconded. All approved.

#### VI. Summary of Decisions Made

Granted spending request to purchase a gaming system for YA program.

Provisionally approved Holiday Schedule for 2010 with the exception of keeping library open on Civil Rights Day January 18<sup>th</sup>

Changed Holiday Pay policy for new employees.

Purchase of 15 gift cards for Christmas presents for staff approved.

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Sadlock moved to adjourn meeting. Sawyer seconded. Meeting adjourned at 8:40 PM.

Minutes submitted by Alternate Kris Sawyer in Secretary Deb Perry's absence.