

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
Jan. 21, 2010

Chair Mary Lou Heran called the meeting to order at 6:36 p.m. Director Amanda Reynolds Cooper, Vice Chair Linda Sadlock, Secretary Debra Perry, Bob Lamothe, Richard Laskey and Alternate Sue Hughes were present. Alternates Kris Sawyer and Bob Frese were absent.

I. Officers' Reports

A. Secretary

Lamothe moved that the minutes from the Nov. 19 and Dec. 17 meetings be accepted. Sadlock seconded his motion, and all approved.

B. Chair

Heran had no new business to report this month.

C. Treasurer

Heran reported the financials as of Dec. 31, 2009 and that report will be placed on file.

II. Director's Report

A. Department Reports

Reynolds Cooper is looking into getting more information on the two problems that Hampshire Fire Protection found during their fire alarm system inspection on 12/22/09. The two areas of concern are the anti-freeze loop in the attic and the water motor gong for alarms during power outages.

December monetary donations totaled \$261.50.

The Director's Report will be placed on file.

III. Old Business

A. Personnel

The Library Director's job description and evaluation form were reviewed and discussed. The job description was accepted as is. A change will be made to the evaluation scale on the evaluation form. The scaling system will instead offer a choice of marking "Exceeds Expectations," "Meets Expectations" or "Needs Improvement" for each of the job functions reviewed.

B. Finance

No new business this month.

C. Building

Reynolds Cooper would like to earmark the 2009 carry forward funds to remove the moisture vapor barrier in the attic that has an as-yet undetermined type of mold and fix the current problems attributing to heat loss. Reynolds Cooper will continue to seek more expert opinion on the problems, possible solutions and quotes.

D. Other

The dedication of the Dearborn Redden Room Jan. 9 was a success and a good number of people turned out for the reception.

On Civil Rights Day, Jan. 18, the library was open its normal Monday hours, 9 a.m. to 8 p.m. Reynolds Cooper suggested that library hours instead on this holiday in the future be 9 a.m. to 5 p.m., to better reflect expected patron traffic and staffing needs. Since this is a floating holiday for staff, she also would like to try to work with outside programmers to come in on such a day, and possibly cross train staff, so as to ensure all staffing needs are covered on the floating holiday.

Due to the results of Civil Rights Day, Reynolds Cooper also mentioned that of the four floating holidays, she thinks it would make sense for the library to not be open on President's Day.

IV. New Business

A. Personnel

More subs will be sought to fulfill the need for more help in the Children's Room.

B. Finance

Nonappropriated monies remaining from the Genealogy, Lost Books (Adult and Children's) and Staff Reimbursement expense line items now and going forward will be allocated by Reynolds Cooper to the four department purchasers for new items.

C. Building

Marija Sanderling, Head of References, reported data for estimated current material loss to Reynolds Cooper. Reynolds Cooper received two estimates for possible security gate solutions: \$88,000 for a complete RFID system and \$50,000 for a magnetic-stripe reader system. The latter, however, is greatly limited in what can be done with it and the data it collects. Reynolds Cooper will distill the data further and re-present it to the board so that we can gain more specificity on our security needs.

The old and stained carpet in the elevator needs replacement. The carpet will be ripped out and Reynolds Cooper is getting samples for new flooring in that space.

We'll look for a serviceperson who can come in and handle our routine windows and carpet cleaning.

V. Friends Report

The Friends donated \$500 to modify the screen for the movie theater so that the screen can be in a proper sight line for viewing. Other donations from the Friends include \$1,800 for a DVD buffing machine and a \$100 movie license for a one-time program.

The Friends are getting estimates and a design mockup for a new outdoor Lane Memorial Library sign they wish to donate to the library for the main entrance. A permit would need to be obtained to place this sign on the grounds. The double-sided sign would be lighted and have a reader board underneath, which would have Plexiglas and a lock to protect it.

VI. Acceptance of Donations

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

VI. Summary of Decisions Made

All donations were accepted.

The next meeting of the Board will be Thursday, Feb. 19 at 6:30 p.m.

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

Respectfully submitted,

Debra Perry, Secretary