

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
Feb. 25, 2010

Vice Chair Linda Sadlock called the meeting to order at 6:36 p.m. Director Amanda Reynolds Cooper, Secretary Debra Perry and Bob Lamothe, were present. Richard Laskey and Alternates Sue Hughes, Bob Frese and Kris Sawyer were absent. Chair Mary Lou Heran arrived at 6:50 p.m.

I. Officers' Reports

A. Secretary

Lamothe moved that the minutes from the Jan. 21, 2010 meeting be accepted. Sadlock seconded his motion, Reynolds Cooper noted the need for three changes: 1) Regarding Building, Reynolds Cooper would like to earmark the 2009 carry forward funds to remove the moisture vapor barrier in the attic; 2) regarding Finance, Staff Reimbursement expense line items will be allocated by Reynolds Cooper—not Nonresident Fees; and 3) regarding the Friends Report, donations from the Friends include \$1,800 for a DVD buffing machine. All approved the minutes with the corrections.

B. Chair

The Chair's report will be tabled until next month.

C. Treasurer

The Treasurer's report will be tabled until next month

II. Director's Report

A. Department Reports

January monetary donations given at the circulation desk totaled \$296.52.

The Director's Report will be placed on file.

III. Old Business

A. Personnel

Sadlock requested that each Board member conduct the Library Director performance evaluation for Reynolds Cooper, and then email the forms to her in the next couple of months, pursuant to a June evaluation with Reynolds Cooper.

Three candidates applied for the three open Children's Room Substitute positions. All three candidates gave positive interviews. Heran motioned that each applicant be offered a position as a Sub. Lamothe seconded the motion, and all were in favor.

B. Finance

No new business this month.

C. Building

Reynolds Cooper will get quotes on having the gutters removed and salvaging the scrap metal, particularly the copper.

IV. New Business

A. Personnel

Changing the meeting time of the quarterly staff meetings was discussed to enable conducting them during regular staff hours. However, it was decided that that would require closing the library earlier than usual on four Fridays of the year. After discussion, the Board decided to keep the quarterly staff meetings times as they are so that there is no disruption in the library's hours open to patrons.

B. Building

Reynolds Cooper will continue to look into possible solutions for a better sewer system alarm, and investigate Water Bugs to help send off the alarm when water is getting into the system. It was determined that if the library facilities are inaccessible in the future due to any emergency situation such as flooding, then portable toilets will be obtained for on-site use, since on-site public toilet utilities are mandated by law for the library.

We considered Tucker Library Interiors' proposed design plan and schedule for creation of a new Reference desk and reconfigured Reference area. Reynolds Cooper will obtain two additional vendor quotes for the needed Reference desk and area redesign.

C. Other

Reynolds Cooper presented a revised bulletin board policy. After discussion, it was determined that this is still a work in progress, and so the policy will be revisited at a next meeting.

V. Friends Report

The annual Valentine's Tea was once again a huge success.

VI. Acceptance of Donations

Unifit offered the library a free energy audit. End-of-year (2009) monetary donations totaled \$1,450. January 2010 monetary donations were \$50. Perry moved to accept all of these donations as well as those listed in the Director's Report. Sadlock seconded the motion, which passed unanimously.

VI. Summary of Decisions Made

All donations were accepted.

The hiring of three Children's Room Subs was approved.

The next meeting of the Board will be Thursday, March 18 at 6:30 p.m.

The meeting adjourned at 8:47 p.m. by unanimous vote upon a motion by Heran, seconded by Perry.

Respectfully submitted,

Debra Perry, Secretary