

Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Redden Room  
March 18, 2010

The meeting was called to order at 6:35 p.m. by Mary Lou Heran (Chair). In attendance were Amanda Reynolds Cooper (Director), Linda Sadlock (Vice-Chair), Debra Perry (Secretary), Sunny Kravitz (Trustee), Bob Lamothe, Richard Laskey (Trustee), Sue Hughes (Alternate), and Bob Frese (Alternate). Kris Sawyer (Alternate) was absent.

Mary Lou Heran started the meeting with a discussion about the March 9th election. Gary Meyers, candidate for the 1 year Trustee term, died suddenly the week before the election. His name was printed on the ballot, but blacked out by the election officials; however, voters wrote in his name on the ballot and made him the winner. There were two other write in names. Bob Lamothe received 40 write-in votes and Jerry Dignam received 35 write-in votes. The Town Clerk Jane Cypher stated that a winner of that position was TBD (to be determined) after the legal precedent was determined. As of this date no decision has been announced.

#### **I. Officers' Reports**

##### **A. Secretary**

Debra Perry distributed the Secretary's report for the February 25<sup>th</sup> Meeting.

##### **B. Chair**

Mary Lou Heran shared an invitation to the opening of the new Provident Bank. There was no other correspondence.

##### **C. Treasurer**

Mary Lou Heran read the Treasurers report which described the various account balances. A copy of the report will be put on file.

#### **Election of Officers**

A slate of Officers was nominated: Chair Linda Sadlock, Vice-Chair Debra Perry, Treasurer Sunny Kravitz, and Secretary Mary Lou Heran. The motion was moved by Linda Sadlock and seconded by Richard Laskey. The vote was unanimous.

At 7:05 p.m., Chair Linda Sadlock took over the agenda and Secretary Mary Lou Heran began recording the minutes.

#### **II. Director's Report**

The lower usage figures for February were discussed. Reynolds Cooper believes that they are the result of the weather and early closings due to the sewer failure and not necessarily a significant downward trend, but they will be watched.

Computer usage and wait periods were discussed. Reynolds Cooper does not anticipate adding computers.

Downloadable books for Nooks and Sony Readers are available due to state money.

Reynolds Cooper outlined possible programs for the anticipated Columbus Day opening.

### **III. Old Business**

#### **Finance**

Results of the Town Meeting and the default budget's impact were discussed. We will be looking at the individual line items as they relate to our default budget amounts; but the group agreed to ratify two financial issues previously discussed and approved:

Heran made a motion to approve the staff step increases that were contained in the budget and apply them retroactively to January as done previously. Perry seconded the motion. The vote was unanimous.

Perry made a motion to add two hours to circulation desk staffing. Laskey seconded the motion. The vote was unanimous.

#### **Building**

Reynolds Cooper updated several facilities items:

- Replacement carpeting quotes and quality was reviewed. Heran made the motion to use Portie as the carpet vendor. Laskey seconded the motion. The vote was unanimous.
- The sprinkler system update is done.
- Trustees tabled further discussion on the gutters and the sewer pump pending additional information.
- Discussion on replacing the damaged Ref. Desk and updating the reference area continued. Additional vendors were unable to do all the work as outlined. Tucker was determined to be the sole source vendor.

Trustees decided to re-activate the Building Committee to allow for more detailed time on facilities issues. Heran, Laskey, Lamothe, and Kravitz agreed to serve on the committee.

### **IV. New Business**

#### **Personnel**

On a motion by Laskey, seconded by Perry the trustees voted to spend up to \$250 on a yoga class for employees and the public. Employees would use vacation/comp time to participate. The vote was unanimous.

Volunteer week is in April. Because many of the volunteers work alone, it was suggested that they be allowed to bring a guest to the Appreciation Luncheon. On a motion by Laskey, seconded by Kravitz, up to \$1,000 may be spent on his event.

#### **Other**

Preliminary plans for celebrating the library's 100<sup>th</sup> Anniversary were discussed. The first week in December would be the likely date. A subcommittee will be formed soon.

On a motion by Perry, seconded by Heran, the trustees will send \$100 to the charity designated to honor Dona Janetos. The vote was unanimous.

#### **V. Friends Report**

The Janetos quilt raffle raised \$500. The groups are looking to duplicate the successful Valentine Tea with an event in the fall, perhaps a teddy bear picnic. Because spots in the tea fills up so quickly, anyone who attends the tea will not be able to go to participate in the fall event. The proposed outdoor sign is still being investigated – initial quotes were higher than expected. There will be a book sale in June. The Friends plan to donate \$1,000 for the purchase of materials for grab-N-go book bags complete with assorted books that can be check out.

#### **VI. Acceptance of Donations**

Reynolds Cooper asked the trustees to accept the \$1,000 donation from the Friends in the form of the book bags. Perry made the motion, seconded by Sadlock to accept the donation. The vote was unanimous.

#### **VII. Summary of Decisions Made**

Slate of officers was approved; step increases and 2 additional staff hours on the circulation desk were reapproved from the default budget; spending on the carpet, yoga class, volunteer luncheon, and Janetos donation were approved.

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

Respectfully submitted.

Sunny Kravitz, Temporary Secretary

Mary Lou Heran, Secretary