

Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Redden Room  
April 15, 2010

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

## **I. OFFICERS REPORTS**

### **A. Secretary**

Kravitz raised a question about attaching the department head reports to the meeting minutes. These are not part of the official minutes but are available to the public if requested. The minutes for March 2010 were amended to correct the spelling of Garry Meyers; to add the motion by Sadlock, seconded by Laskey to approve the minutes of the February 25<sup>th</sup> meeting; and to add that the director's reports will be placed on file. Upon a motion by Lamothe, seconded by Perry the amended minutes were unanimously approved.

### **B. Chair**

Sadlock welcomed Richard Laskey as an official alternate trustee. She noted correspondence from the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF), a division of American Library Association regarding the formation of a Trustee section, as well as the Annual Meeting notice from the NH Trustee Association.

### **C. Treasurer**

Kravitz presented the Treasurer's Report. It will be placed on file.

## **II. DIRECTOR'S REPORT**

### **A. Director's Report**

Specifics of Reynolds Cooper's report will be found under Old and New Business

### **B. Department Reports** (discussion points only)

Adult Services: Department will present Lori White Cotter in an author's talk jointly sponsored by the Hampton Historical Society. Theater attendance is picking up after article in the newspaper. Theater is being used as a meeting tool by nonprofits. Volunteer list has been updated. The number of volunteers is holding steady, but we still need a volunteer to cover the Thursday movies.

Children's: Additional costs are incurred when presenting movies not covered by our blanket licensing fee, such as *New Moon*.

All reports will be placed on file.

### **III. OLD BUSINESS**

#### **A. Personnel**

Reminder that the deadline for filling out Amanda's review will be the end of May.

#### **B. Finance**

Allocating '09 carryover monies and the default budget were discussed. Consensus was the maintenance and energy issues would receive the bulk of the monies. A motion to accept the revised budget with allocations as indicated was made by Perry, seconded by Lamothe. All were in favor. The monthly statements will be placed on file,

#### **C. Building**

The 2010 budget committee, consisting of Heran, Kravitz, Laskey and Lamothe, was reactivated and will meet later this month.

- Gutters A motion to accept the Therrien bid to repair the gutters was made by Lamothe, seconded by Heran. All were in favor.
- Sewer Pump Vendor information had not been received so that discussion was tabled to next month.

#### **D. Other**

The trustees discussed an appropriate gift in memory of Dona Janetos and determined that something related to her talent for quilting would be appropriate.

### **IV. New Business**

#### **A. Personnel**

The 2010 personnel committee consisting of Sadlock and Perry was reactivated.

#### **B. Building**

Roof The building committee will discuss asking Therrien to quote on repairing damaged slates, as well as the possibility of having an annual maintenance inspection.

#### **C. Other**

Reynolds Cooper presented policy revision to allow food and cell phone usage in the library. The board agreed to accept the policy changes as presented by a motion by Perry, seconded by Lamothe.

## **V. Friends Report**

The home mailer is printed and will be mailed to 6000 residents by the end of the month. The bake sale for Haiti made \$532.27. The group continues to evaluate a new outdoor sign. There will be a children's book sale on 5/19; the bi-annual book sale will be June 17, 18, 19. The group will support the Hampton Democrat's library grounds clean-up on the 24<sup>th</sup> .

## **VI. Acceptance of Donations**

Circulation desk donations for February and March as well as a proposed donation from the Friends were accepted on a motion by Heran, seconded by Perry.

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

The trustees voted to:

- Accept the budget
- Approve Therrien to fix and replace damaged gutters
- Revise a policy to allow food and drinks within the library
- Accept monthly and Friends donations

The May meeting will be held on the 20<sup>th</sup> and the June meeting on the 17<sup>th</sup>.

The meeting adjourned at 8:22 p.m. by unanimous vote upon a motion by Kravitz seconded by Perry

Respectfully submitted,

Mary Lou Heran, Secretary