

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
May 20, 2010

The meeting was called to order at 6:37 p.m. by Linda Sadlock (Chair) In attendance were Amanda Reynolds Cooper (Director), Debra Perry (Vice Chair), Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary) and Richard Laskey (Alternate). Bob Lamothe, (Trustee), Sue Hughes (Alternate) and Bob Frese (Alternate) were absent. Richard Laskey voted for Bob Lamothe.

I. OFFICERS REPORTS

A. Secretary

Upon a motion by Kravitz, seconded by Laskey, the April 2010 minutes were unanimously approved. It will be placed on file.

B. Chair

Sadlock reported that a thank you letter was sent to the Hampton Democratic Committee to acknowledge the library's appreciation of the grounds clean-up. She also distributed a handout and highlighted issues discussed at the Annual Meeting of the NH Library Trustees.

C. Treasurer

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

In addition, the group discussed his proposal to consolidate the various trustee accounts. The group decided to form a finance committee (Kravitz, Heran, and Frese) to evaluate the issue and present it in more detail before the CDs come due in the fall. Reynolds Cooper also pointed out that an investment policy would be needed.

II. DIRECTOR'S REPORT

A. Director's Report

Specifics of Reynolds Cooper's report will be found under Old and New Business; however under the budget, she indicated that: the environmental study expense, resulting from the sewer backup, of approx. \$5,000.00 would not be covered by insurance; the town has approved our use of the carry-over amount; the carpet replacement amount was taken out of the contingency fund. The Operating Budget will be placed on file.

B. Department Reports (discussion points only)

Adult Services: The Friends will underwrite the expense of purchasing a license to show 20th Century Fox movies.

Reference Services: The issue of missing/lost items was discussed. Reynolds Cooper will follow-up.

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 (none)

C. Building

- Roof A motion to allow Therrien to replace missing slates in accordance to their bid was made by Kravitz, seconded by Perry. All were in favor.
- Sewer Pump Vendor information was still not been received. The building committee will look into the possibility of putting in a cesspool or other alternate solutions.

D. Other

The trustees tabled the Dona Janetos donation to for research.

IV. New Business

A. Personnel (none)

B. Building

By state law, committees consisting of three or more trustees must take minutes, post the agenda etc. Those in attendance agreed that they were willing to do so, but will wait for the next committee meeting to determine if all trustees want to serve and thus create a quorum. Sadlock indicated the need to keep minutes regardless of the outcome.

C. Other

- Trustee (and other volunteers) bonding/background checks. This issue came up at the Trustee Annual Meeting. Reynolds Cooper will research and present at a later date.
- Thank You notes. Reynolds Cooper informed new trustees of our process.
- Auditor's Report. The library received a control deficiency worksheet report indicating that there was no monthly bank reconciliation or

transaction ledger. Reynolds Cooper responded that the Treasurer changed mid-year and will recommend that the changes be implemented. Heran pointed out that she could not use the old register because in the interim the Treasurer had not kept the register up-to-date but that she did create and present a new record for 2009.

V. Friends Report

VI. Acceptance of Donations

Circulation desk donations as well as a proposed license donation from the Friends were accepted on a motion by Kravitz, seconded by Heran. All were in favor.

VII. Summary of Decisions Made

The trustees voted to:

- Approve Therrien to replace roof tiles
- Accept monthly and Friends donations

The June meeting on the 17th.

The meeting adjourned at 7.48 p.m. by unanimous vote upon a motion by Laskey, seconded by Perry

Respectfully submitted,

Mary Lou Heran, Secretary