

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
July 22, 2010

The meeting was called to order at 6:40 p.m. by Linda Sadlock (Chair); in attendance were Amanda Reynolds Cooper (Director), Deb Perry (Vice Chair, Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary) (arrived at 6:48), Bob Lamothe, (Trustee), (arrived at 8:25), Richard Laskey (Alternate) and Bob Frese (Alternate). Sue Hughes (Alternate) was absent. Richard Laskey voted for Bob Lamothe until his arrival.

I. OFFICERS REPORTS

A. Secretary

Upon a motion by Perry, seconded by Laskey, the June 2010 minutes were unanimously approved. They will be placed on file.

B. Chair(none)

C. Treasurer

Kravitz presented the Treasurer's Report which 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. Reynolds Copper reported the receipt of an insurance check for \$1400 for carpet replacement from the sewer damage.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel (none)

B. Finance (none)

C. Building

The trustees reviewed the plans for replacing the reference desk, the reconfiguration of the computers in that area including electrical rewiring work, and decorating the teen area. Laskey presented a motion to spend up to \$20,000

for renovation of the reference, young adult and computer areas with the money coming from the maintenance contingency fund as well as a Friends of the Lane Memorial Library (the Friends) contribution of \$5000. Perry seconded the motion. It passed 4 to 1. Reynolds Cooper will meet with design contractor to negotiate costs as well as pursuing gifts/at cost surfboards for the teen area.

The Friends continue their work towards replacing the outside sign. They will go before the Planning Board and Selectmen for further approvals.

D. Other (none)

IV. New Business

A. Personnel

An employee-requested shift in hours resulted in 4 hours not covered. Reynolds Cooper requested the trustee's approval to offer the hours to our substitutes. Since there will be no budget impact, the trustees approved without a motion. (See below.)

B. Finance

Kravitz presented his proposal to consolidate the trustee accounts and the discussion points from the Finance Committee's meeting. A motion was made by Sadlock to close the renovation account and consolidate it with the trustee account and move that money from Ocean Bank (now Peoples United) to a money market account at Citizens with the provisions that there be no fees, and the minimum deposit amount and check writing cap suit our needs. The motion was seconded by Perry and unanimously approved.

A second motion was made by Kravitz to open a Vanguard brokerage account with the intent to consolidate and move the Bank of America stock and the cash and stocks in the Raymond James account. A designated fund will be approved once the account is opened. Perry seconded the motion and it unanimously passed.

A proposal to open a TDBank money market account for our operating appropriation was tabled. A second proposal to consolidate our CD accounts was also tabled pending their renewal dates in October/November. The Finance Committee will meet again as needed.

Reynolds Cooper presented the first draft of the budget. After much discussion is was agreed to have a further public meeting July 27th

Reynolds Cooper announced a \$2000 memorial donation to be used as the Library sees fit. She would like to use it for an information kiosk with additional details to follow.

C. Building

Follow-up on the sewer ejector pump issue continues with a consensus that a water cut-off plan was the best solution. Further meetings with plumbers are planned. The Building Committee will meet again as needed.

D. Other

Reynolds Cooper reported on her meeting with the Capital Improvement Committee and our request to replace our air conditioning chiller.

The revised Computer Policy was tabled for additional comments by staff.

V. Friends Report (none)

VI. Acceptance of Donations

Circulation desk donations (\$227.50), the memorial donation and the Friends reference donation were accepted on a motion by Lamothe, seconded by Kravitz. All were in favor.

VII. Summary of Decisions Made

The trustees voted to:

- Approve up to \$20,000 renovation of the reference/computer/YA areas
- Consolidate and move several trustee accounts
- Accept donations

In accordance with RSA-91:3 Section II subsection (a) Personnel issues the trustees entered non-public session on a motion by Lamothe seconded by Heran at 9:25 (unanimous vote). A motion to seal the minutes for 10 years was made by Lamothe, seconded by Perry (unanimous vote) The trustees returned to the general meeting on a motion by Kravitz seconded by Perry at 9:55 (unanimous vote).

The August meeting will be held on the 19th

The meeting adjourned at 10:08 p.m. by unanimous vote upon a motion by Perry, seconded by Kravitz.

Respectfully submitted,

Mary Lou Heran, Secretary