

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

The meeting was called to order at 6:38 p.m. by Linda Sadlock (Chair); in attendance were Amanda Reynolds Cooper (Director), Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary), Bob Lamothe, (Trustee) and Richard Laskey (Alternate). Debra Perry (Vice Chair), Bob Frese (Alternate) and Sue Hughes (Alternate) were absent. Richard Laskey voted for Deb Perry.

## **I. OFFICERS REPORTS**

### **A. Secretary**

The minutes of July 27, 2010 were revised to include the previous motion to transfer January through June 2010 donations from the Trustee account to non-appropriate account on a motion by Perry, seconded by Heran and approved by all in both the Acceptance of Donations and Summary of Decisions Made sections of the report. Upon a motion by Heran, seconded by Kravitz, the revised July 2010 minutes as well as the Non-Public session minutes and the July 27<sup>th</sup> Budget meeting were unanimously approved. They will be placed on file.

### **B. Chair**

Sadlock mentioned the 2010 NHTA Autumn Workshops.

### **C. Treasurer**

Kravitz presented the Treasurer's Report which will be placed on file. He also noted that the Vanguard account is in the process of being opened pending Vanguard's receipt of a tax id form.

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

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

Specifics of Reynolds Cooper's report will be found under Old and New Business. In addition, Reynolds Copper noted that the Children Room page has left the library to go off to college. The Personnel Committee will bring forth a discussion of his replacement in the future.

### **B. Department Reports**

All reports will be placed on file.

### **III. OLD BUSINESS**

#### **A. Personnel**

The Personnel Committee and Reynolds-Cooper discussed her recent performance review and are now awaiting Perry's signature to complete the process.

#### **B. Finance**

The monthly operating and non-appropriate reports were reviewed. Kravitz suggested that the library hire its own auditors for a quarterly review of the finances. It was determined not necessary at this time.

Because of new percentage increases in several benefit lines of the budget, our proposed increase is now approximately 1.4% and not the 1.0% we originally approved. After discussion, it was decided on a motion by Laskey, seconded by Lamothe to present the 1.4% to the Selectmen September 27<sup>th</sup>. Kravitz requested a budget breakdown of benefits.

#### **C. Building**

Reynolds-Cooper has not yet met with Tucker to continue planning the reference/young adult area update.

The trustees reviewed the new outside sign design to be presented to the Library by the Friends as well as the letter that went before the Planning Board and the Selectmen. On a motion by Lamothe, seconded by Kravitz and approved by all, the trustees accepted the Friends donation. The insurance policy will be updated to reflect the value of the sign.

The Building Committee reported on recent vendor meetings to update our HVAC system. Possible solutions include buying a controller to create a lead lag system for our boilers; rewrapping our black iron pipes; and upgrading to commercial grade dehumidifiers. The Committee will continue to gather information for a possible warrant article. Additional funding sources including resources at the Energy Committee and Rockingham Planning Council were discussed.

#### **D. Other (none)**

### **IV. New Business**

#### **A. Personnel**

Trustees tabled a discussion of funding staff educational programs for further information.

#### **B. Finance**

Kravitz opened a discussion of the approx 75 personnel /25 operations percent breakdown of our budget and the number of fulltime staff. Reynolds-Cooper gave a handout of comparative libraries in the region with similar percentages. Trustees will continue to discuss this budget issue.

**C. Building** (none)

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**D. Other**

The revised Computer Policy was accepted on a motion by Kravitz, seconded by Lamothe. All were in favor.

Reynolds-Cooper announced plans to open the Library from 9 to 5 on Columbus Day and Veteran's Day and gave an outline of the proposed programming. Trustees would like a survey on the possibility of expanding Saturday hours during the summer.

Sadlock asked that the Trustees submit their goals for the group to discuss.

**V. Friends Report**

Sadlock gave a brief report from the Friends including the \$1300 results of the Red Sox ticket raffle and the announcement of a General Membership Annual Meeting on October 13<sup>th</sup>.

**VI. Acceptance of Donations**

Circulation desk donations (\$140.00) and the outdoor sign from the Friends were accepted on a motion by Kravitz, seconded by Laskey. All were in favor.

**VII. Summary of Decisions Made**

The trustees voted to:

- Present the 2011 budget to the Selectmen with a 1.4% increase;
- Accepted the outdoor sign donated by the Friends
- Revise the computer policy; and
- Accept the circulation desk donations.

The September meeting will be held on the 16<sup>th</sup>.

The meeting adjourned at 9:25 p.m. by unanimous vote upon a motion by Heran, seconded by Lamothe.

Respectfully submitted,

Mary Lou Heran, Secretary