

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
September 16, 2010

The meeting was called to order at 6:40 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 Frese (Alternate) and Richard Laskey (Alternate). Bob Lamothe (Trustee) and Sue Hughes (Alternate) were absent. Richard Laskey voted for Bob Lamothe.

I. OFFICERS REPORTS

A. Secretary

The minutes of August 2010 were revised to correct dates, spelling, and percentage errors. Upon a motion by Perry, seconded by Laskey the revised August 2010 minutes were unanimously approved. They will be placed on file.

B. Chair

Sadlock asked the trustees for additions to the annual calendar and trustee goals.

C. Treasurer

Kravitz presented the Treasurer's Report which will be placed on file. He also noted that the Vanguard account is open and Bank of America and Raymond James stocks were transferred to this account. Kravitz made a motion, seconded by Heran to move the existing CDs into the brokerage account upon their maturity date. All were in favor. The Finance Committee will meet to prepare recommendations for the board on the allocation of these funds.

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 gutter repairs had been completed and that Tucker had revised their quote to \$18,476 which was accepted. She also distributed copies of the library's Incident and Occupational Injury reports.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel

Two requests for tuition reimbursement, as well as staff attendance at upcoming conferences were discussed in light of the budget amount remaining in this line item.

On a motion by Laskey, seconded by Perry the trustees agreed to expend the balance of the Professional Development account for conference attendance as outlined by Reynolds Cooper with any remainder in that account to be applied towards mileage to/from these meetings and further approved \$500 tuition reimbursement for one employee for September to December 2010. Because she had received her 2010 allotment, on a motion by Perry, seconded by Laskey the trustees denied another employee's request for an additional \$500 tuition reimbursement.

B. Finance

The monthly operating and non-appropriate reports were reviewed and put on file.

Budget: Reynolds Cooper handed out our section of the Town's proposed 2011 Operating Budget, as well as her slide presentation for the Selectmen. A printout of contingency spending to date was also distributed. Additional proposed maintenance and repair spending will be added to the list.

C. Building

Sign: A public hearing will be scheduled to complete the process of accepting the Friend's donation.

Sewer Ejector Pump: Trustees discussed the pros and cons of acquiring the solenoid valve which would shut off the water upon an electrical failure (deemed to be the problem in only one of our three recent floods). While this can also be done by hand, it was determined that a combination of adding the valve and having a procedure for the staff if the incident occurs during hours when the library was open was the best solution. Because the estimated cost was \$1825, the Building Committee will look into getting 3 quotes before proceeding.

D. Other (none)

IV. New Business

A. Personnel

Tax forms will be distributed to independent contractors.

Bookkeeper: Reynolds Cooper distributed a copy of the definition of the bookkeeper's duties as well as the invoice payment policy for the trustees review and approve. The motion to accept was made by Heran and seconded by Perry.

B. Finance

As a follow-up to last month's discussion, Reynolds-Cooper gave a handout of comparative libraries based on population, per capita contributions to the library, annual library visits, total operating budget and annual circulation of media percentages. Based on 2008 figures we are matched with Laconia, Lebanon and Milford. Laskey and Kravitz meeting and Portsmouth library's statistics were also discussed.

C. Building

Reynolds Cooper will contact a landscaper to plan a fall cleanup of the grounds.

D. Other

Kravitz shared the Rockingham Planning Commission's information sheet on their new energy planning and technical assistance program, which will be tracked as a possible benefit to the library.

It was requested that the library approach DPW on paving Academy opposite the library.

V. Friends Report

Mention was made of the October general meeting and books sale, as well as their proposed donation of two laptop computers for use in educational programs.

VI. Acceptance of Donations

Circulation desk donations (\$241.50) and the laptop computers (valued @ \$1000) from the Friends were accepted on a motion by Perry, seconded by Laskey. All were in favor.

VII. Summary of Decisions Made

The trustees voted to:

- Spend the Professional Development account on conference attendance and mileage,
- Accept one tuition request and deny another,
- Move the CDs to the brokerage account,
- Approve the bookkeeper's duties and invoice policy, and
- Accept the circulation desk and laptop donations.

The October meeting will be held on the 21st.

The meeting adjourned at 8:40 p.m. by unanimous vote upon a motion by Perry, seconded by Laskey.

Respectfully submitted,

Mary Lou Heran, Secretary