

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
October 21, 2010

The meeting was called to order at 6:00 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), Bob Frese (Alternate) and Richard Laskey (Alternate). Sue Hughes (Alternate) was absent. Joining us at 7:00 from the Hampton Energy Committee were Dick Desrosiers and Irina Calante, and representing the Rockingham Planning Commission were Theresa Walker and Barbara Kravitz, as well as a guest, Doris Brody.

I. OFFICERS REPORTS

A. Secretary

The minutes of September 2010 were approved upon a motion by Perry, seconded by Kravitz. They will be placed on file.

B. Chair (none)

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C. Treasurer

Kravitz presented the Treasurer's Report which will be placed on file. He also outlined the proposal put forth from the Finance Committee to reinvest our CDs as they come to term in October and November in the Vanguard Brokerage Account. The proposal was for 30% in the Vanguard Short Term Bond Index, 30% in the Vanguard Total Bond Index Fund, 20% in the Vanguard Income Fund and 20% in the Vanguard Balanced Income Fund. There was some discussion of RSAs or rulings governing investments policies. Upon a proposal by Kravitz, seconded by Frese the trustees unanimously accepted the Finance Committee's proposal, pending the Attorney General's review.

II. DIRECTOR'S REPORT

A. Director's Report

Specifics of Reynolds Cooper's report will be found under Old and New Business. Work is continuing on updating the reference desk/teen areas. She requested suggestions of carpenters and flooring companies to get the required 3rd quotes for pending purchases.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel (none)

B. Finance

Reynolds Cooper noted that the proposed budget amount for health care had been reduced because the rates were lower than anticipated

C. Building

The Building Committee is awaiting more information on the water in the vault, as well as additional quotes on repairing/updating the sewer ejector pump.

The new sign donated by the Friends will be installed shortly. The date was delayed to allow for Dig Safe inspections

D. Other

Anniversary Gala – Mackensen & Company has become the sponsor to the Gala with a \$500 donation. In addition, Tracy Theatre Originals is contributing 6 period costumes to set the 1910 mood. Additional plans are underway.

IV. New Business

A. Personnel

The Personnel Committee approved the hiring of the two candidates proposed by Reynolds Cooper. They will each work 5 hours a week.

B. Finance (none)

C. Building

Completion of the Gallery in the Lane Room On a motion by Lamothe, seconded by Perry, the trustees authorized spending up to \$1,900 (\$1,643 to come from the contingency funds) to complete the gallery and reactivate the alarms in the emergency exits. Additional information is needed on the design and costs of a room divider.

Children's Room Plans for rearranging the computer area and creating an additional seating area in the alcove were discussed. Designs and costs are being prepared.

D. Other

ETAP Presentation: At 7:00 p.m. the trustees were joined by members of the Energy Committee and the Rockingham Planning Commission for a presentation on the possibility of Hampton taking part in the Energy Technical Assistance & Planning for New Hampshire Communities (ETAP) program, which seeks to assist communities to track and understand energy consumption and to identify and prioritize energy cost reduction possibilities. The first step would be to sign a release of our utility data to ETAP for inclusion into an inventory database. The Energy Committee is hoping to make the library a priority and use that information for possible grant procurement. On a

motion by Kravitz, seconded by Lamothe, the trustees unanimously voted to sign the release to allow our energy information be entered into the database.

Library closure for Inventory/Gala: Reynolds Cooper brought forth a plan to close the Children's Room for three days for inventory and cleaning and close the library on the day of the gala for preparation. After much discussion on alternate days and ways of doing the inventory and the need to be available for patrons, on a motion by Heran, seconded by Kravitz the trustees voted to close the library a half day the day of the gala (December 11th) and close the children's room on 2 consecutive days other than those proposed with a plan to have a children's activity in the Lane Room as well.

V. Friends Report

An informal report on the Friend's Annual meeting, the election of officers and the results of book sale was presented.

VI. Acceptance of Donations

On a motion by Heran, seconded by Kravitz the trustees accepted \$181.50 in monthly donations.

VII. Summary of Decisions Made

The trustees voted to accepted the recommendation of the Finance Committee for investing the CDs in Vanguard accounts; hire two part-time pages for the Children's Room; sign the energy data release for the ETPA program; spend funds to complete the Gallery; and close the library for the gala and inventory.

The meeting adjourned at 8:15p.m. by unanimous vote upon a motion by Perry, seconded by Lamothe.

Respectfully submitted,

Mary Lou Heran, Secretary