

Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
November 18, 2010

The meeting was called to order at 6:35 p.m. by Linda Sadlock (Chair). In attendance were Amanda Reynolds Cooper (Director), Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary), Bob Frese (Alternate) and Richard Laskey (Alternate). Debra Perry (Trustee), Bob Lamothe (Trustee), and Sue Hughes (Alternate) was absent. Laskey voted for Lamothe, Frese voted for Perry.

I. OFFICERS REPORTS

A. Secretary

The minutes of October 2010 were approved upon a motion by Laskey seconded by Kravitz. They will be placed on file.

B. Chair (none)

C. Treasurer

Kravitz presented the Treasurer's report and announced that all CDs had been transferred to Vanguard accounts. The report 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. In addition, she reported that the grounds cleanup had taken place. Discussion followed about the cost and procedures for next year and it was decided to give this project to the Building Committee.

B. Department Reports

All reports will be placed on file. Highlights included a move of the Children's Room inventory to the first weekend in January; and update on the status of the website update in Adult Services; and a discussion on electronic media as it relates to Reference Services.

III. OLD BUSINESS

A. Personnel The original selection for Children's Room Page declined the position it was offered and accepted by Millie Ellis.

B. Finance

A breakdown of out telephone costs was presented. A comparison of 5 years with Bayring compared to the previous 4 years with Verizon noted significant savings. The charge for the pay phone from Axiom was considered high and Kravitz will contact Axiom to discuss the situation.

C. Building

RPC Update: The Building Committee will take part in the RPC walkthrough as part of the energy audit.

Solenoid Valve/Water Cut-off: The quotes on repairing/updating the sewer ejector pump were previewed. On a motion by Laskey, seconded by Frese the trustees unanimously accepted the quote from A1 Plumbing & Heating.

D. Other

Plans for the Gala continue with additional sponsorship support noted below.

IV. New Business

A. Personnel

Leave Policy: Proposed changes to the Leave policy were tabled to allow the Personnel Committee to research and present additional information.

Holiday Gifts: Discussion was postponed to the December 16th meeting.

B. Finance

Investment Policy: Kravitz presented an update to our Investment Policy. Discussion followed about the possible need to prepare two documents to relate to our funds directed by the Trustees of the Trust Funds and those now held in Vanguard accounts. Bob Frese will work on these policies.

Vanguard: It was determined that one of our accounts does not meet the financial threshold to participate in the Admiral Class. On a motion by Frese, seconded by Laskey, the trustees authorized Kravitz to move the investment into a corresponding account. (unanimous vote) On a motion by Frees, seconded by Kravitz, the trustees voted to sell our individual stocks and move the amount (approx \$3200) into the mutual fund account (vote was 4 yes, 1 abstain).

C. Building

The trustees reviewed options for new carpeting in the teen area, and did not agreed to library closing possibly on December 23rd for installation of the reference desk and carpeting.

D. Other

On a motion by Laskey, seconded by Frese, the trustees unanimously voted to spend up to \$100 on a Library float for the town's Holiday Parade.

V. Friends Report

An informal report on the Friend's purchase of Museum of Fine Art passes, DVD carousels (\$1,275.00) and monthly movie refreshments (\$80.00) was presented.

VI. Acceptance of Donations

On a motion by Heran, seconded by Kravitz the trustees accepted \$163.50 in monthly donations as well as Gala sponsorships of \$200 from the Rotary Club and \$100 from Parson's Electric, as well as the Friends donations noted above.

VII. Summary of Decisions Made

The trustees voted to sell the individual stocks and invest them in the Vanguard mutual fund; place funds in the Admiral Club or the corresponding fund; award A1 Plumbing & Heating the contract for upgrading the solenoid valve; and spend up to \$100 on the holiday parade float.

The next meeting will be December 16th.

The meeting adjourned at 8:50p.m. by unanimous vote upon a motion by Frese, seconded by Kravitz.

Respectfully submitted,

Mary Lou Heran, Secretary