

**Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
January 20, 2011**

The meeting was called to order at 6:38 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.

I. OFFICERS' REPORTS

A. Secretary

The minutes of December 2010 and January 8, 2011 were approved upon a motion by Heran, seconded by Kravitz. They will be placed on file.

B. Chair

The NH Library Trustee Association notice for the Spring Conference has been received in the office and individually by the trustees.

C. Treasurer

The Treasurer's report was reviewed and 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. The library received the dividend check for the trusts held by the Trustees of the Trust Fund.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel (none)

B. Finance

A draft Finance Investment Policy was presented by Frese in conjunction with the finance committee. Discussion followed. A revised draft will be circulated in advance of the February meeting.

The balance of the 2009 carryover of \$11,376.00 was discussed with the trustees agreeing of the likelihood that the amount would be used for HVAC renovations pending the full report of the Energy Committee on upgrades of the chiller, boiler, pipes and lighting. The total 2010 carryover is \$18,267.00.

Income after expense from December's Anniversary Party was \$630.59.

C. Building

Kravitz forward the latest report from the Energy Committee regarding HVAC upgrades. The building committee will continue to work in this area.

D. Other (none)

IV. NEW BUSINESS

A. Personnel

Reynolds Cooper will be going on a 3-month maternity leave starting in late May. The assistant director and department heads will serve in the interim. The young adult department head will be asked to train to supervise, as well. Reynolds Cooper will do preliminary work on the CIP presentation and the 2012 budget prior to the leave.

Trustees agreed to adhere to the continuing education tuition reimbursement policy of covering one course per staff per year not to exceed \$500 for general courses, and \$1,500 per year for M.L.S. courses.

B. Finance

On a motion by Kravitz, seconded by Heran, the July through December donations of \$1,371.00 will be moved from the trustee account to the non-appropriated account for the purchase of media.

C. Building

Additional upgrades of the teen/reference areas will continue with the painting of the back wall. A conference table will be refinished and placed in the NH Room.

D. Other

On a motion by Perry, seconded by Frese, the trustees unanimously approved the 2011 holiday schedule.

The trustees declined a patron's request to purchase a piece of art pending an assessment and reevaluation of the entire collection. The motion was made by Perry, seconded by Frese. All were in favor.

A proposed patron photo database was discussed and declined by the trustees.

V. FRIENDS REPORT

The Friends did not meet because of weather-related library closings.

VI. ACCEPTANCE OF DONATIONS

On a motion by Perry, seconded by Heran, the trustees accepted individual donations and income totaling \$5,750.52.

VII. SUMMARY OF DECISIONS MADE

The trustees voted to accept donations, approve the 2011 holiday schedule, and declined a request to purchase library art.

The meeting adjourned at 8:00 by unanimous vote on a motion by Frese, seconded by Kravitz.

Respectfully submitted,

Mary Lou Heran, Secretary