

**Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
February 17, 2011**

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

I. OFFICERS' REPORTS

A. Secretary

The minutes of January 2011 were approved upon a motion by Laskey, seconded by Kravitz. They will be placed on file.

B. Chair (none)

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.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel (none)

B. Finance

The revised 2011 Investment Policy was presented by Frese. The trustees voted unanimously to approve the policy on a motion by Laskey, seconded by Heran.

C. Building

A proposal to clean the rafters in anticipation of a quilt show was discussed. A tentative cost of \$2,000 was discussed and it was agreed that additional quotes were needed before proceeding.

Reynolds Cooper and Kravitz will meet with town officials and the Energy Committee to further the energy usage/cost evaluation program including authorization signatures and funding sources. They will report at the next meeting.

D. Other

Kravitz pointed out that the 2011 Holiday schedule conflicted with our current policy statement. The approved 2011 Holiday schedule was not changed. Review of the holiday policy will be put on next month's agenda.

IV. NEW BUSINESS

A. Personnel

Reynolds Cooper opened a discussion on extending the evaluation policy to include staff to supervisor evaluations as a means to foster better relationships. General discussion followed. The trustees decided not to pursue the program at this time.

B. Finance

Discussion of 2010 audit was tabled pending Sadlock's input at the March meeting. The need for an independent audit of the library was brought forward by Kravitz. The trustees in general don't feel that would be cost effective but issues such as the chart of accounts and credit card policies should be reviewed during the budget cycle.

C. Building

Reynolds Cooper brought forth the need for a carbon monoxide detector after a boiler failure caused a high amount of carbon monoxide to be emitted. It would be wired to our existing fire and security monitors. Trustees requested three quotes and approved purchasing a portable monitor in the interim.

The building committee would like to open the spring landscaping cleanup to more community organizations. The date is tentatively scheduled for April 30th.

D. Other (none)

V. FRIENDS REPORT

The trustees gratefully acknowledged the receipt of a Friends donation towards the updating of the reference area.

VI. ACCEPTANCE OF DONATIONS

On a motion by Heran, seconded by Frese, the trustees accepted individual donations totaling \$530.00 and the Friends check for \$4,999.

VII. SUMMARY OF DECISIONS MADE

The trustees voted to approve the 2011 Investment Policy, and to accept donations.

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

Respectfully submitted,

Mary Lou Heran, Secretary