

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

The meeting was called to order at 6:36 p.m. by Linda Sadlock (Chair). In attendance were Amanda Reynolds Cooper (Director), Deb Perry (Vice Chair), Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary), Bob Lamothe (Trustee) and Richard Laskey (Alternate). Bob Frese (Alternate) and Sue Hughes (Alternate) were absent. Dick Desrosiers, chair of the Hampton Energy Committee, was a guest.

The meeting opened with an update by Desrosiers on the Energy Committee activities relative to the proposed updates of the HVAC and lighting systems. Two requests for proposals were distributed and discussed. The design/build bids include a payback plan and a need to pursue rebates, such as from Unitil. No grant funding has been found but CDFR has an energy loan fund as a low-interest loan. There must be town approval for 100% funding, which would necessitate a warrant article in 2012. Another possibility is to use library funds now with the possibility of replacement in the future. It may be prudent to do the lighting first, since that is the higher energy cost. Rough estimates from Peregrine's audit are available. Reynolds Cooper will forward the latest Peregrine report to the trustees.

I. OFFICERS' REPORTS

A. Secretary

The minutes of February 2011 were amended to change the date and then the amended minutes were approved upon a motion by Kravitz, seconded by Lamothe. They will be placed on file.

B. Chair

The chair acknowledged receipt of staff "thank you" for holiday gifts and reminded trustees of the annual meeting of the state trustee organization.

C. Treasurer

The trustees determined that duplicate deposit information can be deleted from this monthly report. February's Treasurer's report was then 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. She also updated the status of the Art Gallery and need for a policy re. hanging the art as well as a door alarm. Several organizations have been contacted and agreed to assist in the Spring Clean-up scheduled for April 30th.

B. Department Reports

All reports will be placed on file.

III. OLD BUSINESS

A. Personnel

The issues of supervisory and tuition reimbursement were tabled to a review of the 2012 budget.

B. Finance

A proposal to accept the revised 2011 operating budget reflecting the 2010 carry-over, redistribution, and warrant article monies was presented by Lamothe, seconded by Perry and approved.

C. Building

The Friends will not be sponsoring a quilt hanging program, so the need to clean the rafters was eliminated. The trustees discussed the quotes for installing a carbon monoxide alarm system. On a motion by Perry, seconded by Lamothe, the trustees approved Norris as the vendor.

D. Other

Reynolds Cooper presented a revised holiday schedule/policy which was approved on a motion by Heran, seconded by Lamothe. The summer schedule will be discussed in April.

IV. NEW BUSINESS

A. Personnel

Bill Teschek will serve as director during Reynolds Cooper's maternity leave, scheduled to begin approx. May 15th. Staff anniversaries will be recognized in the future.

B. Finance

The trustees discussed ways to be aware of smaller Friend's donations prior to our monthly acceptance vote. Reynolds Cooper has been asked to create a policy.

On a motion by Perry, seconded by Lamothe, the trustees approved spending \$1000 on the annual Volunteer luncheon, scheduled for April 14th.

The results of the 2010 audit were discussed. Kravitz requested that the Treasurer's audit correspondence and recommendations for financial transaction changes be placed on file. The finance committee will meet to further this discussion. The Chair has established a procedure for further Treasurer/Director communication and both have agreed to abide by this procedure.

C. Building (none)

D. Other

The trustees will review their bylaws in April

V. FRIENDS REPORT

The Friend's propose a \$500 donation to finish the art gallery and \$100 to purchase a one-time movie license for a film outside our umbrella annual license. They will be sponsoring a series of craft lectures in honor of Dona Janetos and are working on lighting the library sign.

VI. ACCEPTANCE OF DONATIONS

On a motion by Heran, seconded by Kravitz, the trustees accepted \$600 from the Friends and \$206 from the donation jars.

VII. SUMMARY OF DECISIONS MADE

The trustees approved the revised 2011 budget and the revised holiday policy. They approved spending for the carbon monoxide alarm system and the volunteer luncheon. And they accepted donations.

The meeting adjourned at 9:52 by unanimous vote on a motion by Lamothe, seconded by Heran.

Respectfully submitted,

Mary Lou Heran, Secretary