

**Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
May 18, 2011**

The meeting was called to order at 6:42 p.m. by Linda Sadlock (Chair). In attendance were William Teschek (Acting Director), Mary Lou Heran (Treasurer), Bob Lamothe (Secretary), Sunny Kravitz (Trustee), Sue Hughes (Alternate). Debra Perry (Vice Chair) and Richard Laskey (Alternate) were absent. Nick Tinios, prospective Trustee Alternate, was a guest.

Secretary's report, distributed, available on file.
Accept: Sunny, ML, AIF, Motion Carried.

Trustee of trust fund conferences Shelburne, NH. 6/1 Library trustees.

Treasurer (ML)

- Trustee Finance Report
- Request to trace shares on bond fund (dividends reinvested) Sunny
- On File
- Track Vanguard Funds

Director's Report:

- Sunny – RSA 32:5 III (from NHLTA mtg)
- Budget Stipulated on "gross" basis.
- Total Cost of Operating library regardless of source of fund.
- Need more information Bill will follow up.

Stacy Mazur - \$500 reimbursement for education – Bill to follow up.

Adult Services:

- No Questions.

Children's Services:

- No Questions.

Reference:

Sunny asked if Google searches were tracked, Bill indicated that not all searches are Google, but it's probably the dominant search. Sunny suggested that if Google were the dominant research tool the reference budget could be cut. Sunny also suggested using Kindles for magazines rather than hard copies.

Computer Usage Statistics:

- No questions.

Administrative Responsibility Policy:

- Sunny motioned, Linda Seconded, AIF, Motion Carried.

Discussion centered around credit cards again. Sunny presented that purchases and shipping were inefficient. Linda explained that we do not micro manage the Library and that we are satisfied that the staff is acting appropriately.

Accounts: Extra Budgetary Spending Policy: Tabled

Lighting and HVAC:

Sunny met with electricians on Saturday to get a bid. Sunny explained Dick Desrosier met with other bidders later on Saturday. Dick was unavailable for comment. Bids will be received on Friday.

Saturday Schedule: Bob reported that other libraries were enthusiastic about extended Saturday hours, particularly Portsmouth, but that Sunday may not be as useful. Sunny reported Exeter's hours. Motion to leave hours as is, Sue moved Sunny Seconded, motion carried.

Trustee Bylaws: Temporarily agreed to meet on Wednesday.

Accept Bylaws: ML moved, Sue seconded, Sunny voted no objecting to Article 5 Section 8, all others yes. Motion Carried.

Sunny continued discussion questioning if Roberts Rules allowed for Article 5 Section 8, Robert Rules were looked at, nothing to suggest it isn't.

Linda asked Sunny to not go to the town or the town attorney or represent the Board without Board approval.

ML moved to remove Roberts rules. Sue Seconded. Motion denied all voted no.

New Business

Amanda requests that library be closed Friday 9/30 to allow staff to attend Seacoast Libraries Co-op workshop at L.L. Bean. Bob asked if staff participation was required. Linda believed it was. Sue moved, Bob seconded. AIF, motion carried.

Building: Gallery grand opening 9/16. Linda to follow up with Darrell as to how the function would be run and budgeted

Work desk purchase: Linda questioned Bill as to the need for the desk and whether it's universal for a cataloger to stand. Went to look at space and current desk. Linda agreed to check with TD Bank North to see if they have anything. Tabled.

Picnic Table: Amanda is requesting 2 picnic tables. Sent to budget committee.

Inventory: Amanda sent Richard and Linda an email indicating the Town is requesting inventory. Linda questioned purpose, Bill suggested it may be due to insurance. Tabled.

Trustee Conference: Sunny, Linda and Mary Lou attended conference. Sunny provided his observations in email.

Sunny suggested a need for additional committees, Mary Lou requested that Amanda be part of the process and to table this discussion until her return. Tabled.

Community Survey: Linda agreed this is a good idea, suggested that it wait for Amanda's return. Tabled.

Friends Report: Sue reported that the Friends are getting back to their regular meetings moved to second Thursday of the month due to problems getting quorum. Book sale and Doll sale are scheduled. Red Sox raffle of 4 tickets donated by Rotary and Wheelabrator to take place. Children's book sale 5/17 was very successful. They have more books available than ever before for the regular book sale coming up.

Accept Donations: \$102 in upstairs Jar, \$120 in downstairs Jar, \$245 Laura G. Eld. Total \$467. Sunny motioned, Sue seconded. AIF motion carried. Linda mentioned total monthly acceptance is \$5000.

Next Meeting Wednesday 6/15.

Adjourn 8:35PM Sunny motion, Mary Lou seconded. AIF Motion Carried.

Summary of Decisions made:

1. Administrative Responsibilities Policy accepted
2. Trustee by-laws approved
3. Library closed for the Seacoast Coop workshop
4. Donations accepted

Respectfully submitted,

Bob Lamothe, Secretary