

**Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
July 13, 2011**

The meeting was called to order at 6:36 p.m. by Linda Sadlock (Chair). In attendance were William Teschek (Acting Director), Deb Perry (Vice Chair), Mary Lou Heran (Treasurer), Bob Lamothe (Secretary), Sunny Kravitz (Trustee), and Richard Laskey (Alternate), Jim Mills (Alternate).

Sue Hughes (Alternate), and was absent.

Children's Librarian Paulina Shadowens attended from 7:10 to 7:30

Library Director Amanda Reynolds Cooper attended from 7:20 to 8:45

Minutes: Sunny asked that his gross budget report be added to last month's minutes, Bill agreed to add. Vote to accept minutes: Accepted AIF

Budget: Sunny asked about program supplies and under which department they belonged, children's or adult. It was explained that program supplies are for items used during a program, but not to pay for the program itself. No more comments.

Children's Services: Questions were asked if it were necessary to post a job opening when an internal candidate was considered for promotion. It was determined that trustees may decide if a particular position be posted for external candidacy. Mary Lou asked to postpone this discussion until the budget can be created. Amanda suggested that we vote whether to keep this for an internal candidate and vote to determine budget viability at a later date. Debra Perry moved, Bob Lamothe seconded to allow for internal only candidate. Debra asked about current use of subs, Bill reported that we have used 56% of sub budget at this date. Mary Lou asked for a job description. Motion carried AIF

Old Business: Linda reminded us that Amanda's review is due.

Finance: Discussed whether Children's Room position should be changed to a part time position. The budget items in general including carry forward, replacement of chillers and boilers were discussed. Budget due 7/25/2011. Linda proposed to schedule a meeting of the budget committee.

Energy Committee: Sunny suggested we move ahead with Dowling on the new boilers and chillers. Debra seconded. We agreed to approve Dowling as the contractor and to approach Unitol but not give final approval to sign contract until financing all in place and understood. Building committee will meet to work through the process. Sunny asked if it was necessary to hold a public meeting to spend the money necessary to replace the HVAC and lighting. Jim looked in the library policies and found no such requirement.

Inventory of artwork: Richard talked to Darrell about our artwork inventory, he feels it isn't in our best interest to hire an art appraiser as the value of our artwork doesn't warrant it and should be fully covered by our insurance.

Gallery Grand Opening: Bill didn't think the trustees were required to take any action.

Accept Donations: \$153 from the upstairs donation box and \$54 from downstairs, plus a \$500 gift from the Friends of the Library for the purchase of a Wowbrary subscription. Mary Lou moved Sunny Seconded. AIF motion carried.

Transfer Donations: Mary Lou moved Sunny Seconded that the following donations be moved from the Trustee account to the library's Non-Appropriated account:

From the Friends of the Library, \$650 for New England Aquarium membership, \$600 for Museum of Science membership, \$1080.23 for love seat and ottoman, \$780 for summer programs, and \$500 for Wowbrary subscription.

From Circulation desk donations, January through June, \$1650 (\$1285 from upstairs and \$365 from downstairs.)

AIF motion carried.

Summary of Decisions Made:

1. Children's Room Staff opening can be an internal candidate.
2. Dowling was approved for HVAC.
3. Donations accepted.
4. Six month donations and Friends donations transferred.

Next meeting: Thursday August 18

Motion to adjourn at 9:15 Sunny moved, Debra Perry seconded. AIF motion carried.

Respectfully submitted,

Bob Lamothe, Secretary