

**Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Redden Room  
October 19, 2011**

The meeting was called to order at 6:42 p.m. by Linda Sadlock, Chair. In attendance were Bob Lamothe, Secretary, Sunny Kravitz, Mary Lou Heran, Treasurer, Jim Mills, Alternate, Richard Laskey, Alternate voting for Debra Perry and Library Director Amanda Reynolds Cooper.

Debra Perry (Vice Chair) and Sue Hughes (Alternate) were absent.

**A. Officer's Report**

- a) Secretary - Approved, Mary Lou moved, Richard seconded. AIF.
- b) Chairperson
- c) Treasurer - On file

**B. Reports**

- a) Director - Amanda is working on bids to modernize the elevator. Current best bid is \$24,000 more bids expected. Donor has offered free benches, may not fit Library style. Staff appreciation dinner 10/28/11, looking for longevity gift ideas. Customer service workshop went really well.
  - i) Financials - Over budget on janitorial supplies, no additional supplies needed for the year, increase in budget was due to new light bulbs in gallery and a new vacuum cleaner.
- b) Adult Services - No Questions
- c) Children's Services - No Questions
- d) Reference Services - No Questions
- e) Tech Services - Sunny suggested that Google has done away with the need for local newspaper indexing, Amanda questions the reality of that, Linda pointed out volunteers are performing the index service at no charge to the library.

**C. Old Business**

- a) Personnel
  - i) Final Director's Evaluation - Final Directors report has been filed.
- b) Finance
- c) Building
  - i) Chiller and Lighting status - Because the Unitil program identifies itself as a loan, it must go through the Selectman's office.
- d) Other
  - i) Hampton Vision-Beach Branch - A letter to the town was recently sent in support of a new Hampton vision including changes to and around the library. In that letter was a vision for a beach branch, the trustees asked to open discussion on such a vision. Too early for discussion.

**D. New Business**

- a) Personnel - No new business
- b) Finance - Budget committee presentation next week. Amanda will attend.  
There was a discussion regarding the warrant article to replace the chiller, update the lighting and fund media purchases.

Sunny presented a motion regarding the 2012 budget that 70% of the annual budget will be towards wages and benefits and 30% will go towards operations. Tabled to next meeting.

- c) Building -
  - i) Fall cleanup - No action yet
  - ii) Roof repairs - Roof edges are damaged due to ice. Estimate for repair approx \$3000 to \$4000. Linda asked if insurance would cover any of the damage. Amanda will check.
- d) Other
  - i) Interlibrary Loan - State wishes to reduce the number of vans in the program which will effectively end the service. A petition is being circulated to maintain the current service. Federal money is available for this service but is not specifically earmarked for ILL. Linda signed the letter supporting ILL on behalf of the trustees. Mary Lou moved to support, Richard seconded. AIF.

#### **E. Friends Report-**

First grade book sale will be November 9<sup>th</sup>

General book sale will be November 17-19

Doll clothes sale will be December 3<sup>rd</sup>

Approved a spending request for the Children's Room for up to \$3000 for a new DVD buffer

#### **F. Acceptance of Donations-**

\$3000 for new DVD buffer. Richard moved, Mary Lou seconded AIF

#### **G. Summary of Decisions Made-**

Donation accepted

Letter to support the Inter Library van service was approved

#### **H. Next Meeting-November 16, 2011**

#### **I. Adjournment - 8:36 Bob moved, Richard seconded AIF.**