

**Library Trustee Meeting
November 16, 2011
Dearborn/Redden Room
6:30 p.m.
Minutes**

The meeting was called to order at 6:45 p.m. by Chair Linda Sadlock. In attendance were Secretary Bob Lamothe, Sunny Kravitz, Treasurer Mary Lou Heran, Alternate Jim Mills, and Alternate Richard Laskey who voted for absent Vice Chair Debra Perry and Director Amanda Reynolds Cooper. Alternate Sue Hughes was also absent.

A. Officer's Report

- a) Secretary-Accepted by Mary Lou and Richard with the date changed.
- b) Chairperson
 - i) Patron compliant - Town resident was upset that library was open on Veteran's Day. Nothing seemed to assuage him. Amanda handled it as tactfully as possible without resolution on his part.
 - ii) Thank you
- c) Treasurer -

B. Reports

- a) Director -
 - i) Financials - No questions
- b) Adult Services - No questions
- c) Children's Services - No questions
- d) Reference Services - No questions
- e) Tech Services -No questions

C. Old Business

- a) Personnel - Nothing to discuss
- b) Finance
 - i) Dowling payments - 1/3 has been paid, Mary Lou was wondering when/if we should pay for the remaining 2/3rds. Amanda informed us that an invoice for the remaining payment has been received. Richard moved to pay remaining balance from non-appropriated after confirmation of rebate. Mary Lou seconded. AIF, motion carried.
- c) Building
 - i) Chiller and Lighting status - The question was raised if we should continue down our current path in discussions with Mark Gerald to draft a warrant article for a zero interest loan from Unitol to replace lighting and chillers or to contact a lawyer to draft a warrant article with phrasing removing the language "raise and appropriate" which may make it confusing to understand that this is expected to be a \$0 cost to the taxpayer loan. Sunny moved to seek legal counsel on the WA, Mary Lou seconded. Sunny voted to approve. All others opposed, motion not carried.
 - ii) Roof - Amanda met with an insurance adjustor who agreed that the roof damage was a reasonable claim for an estimated 100 damaged slate tiles. Amanda is going to contact the contractors who are bidding to make sure their quotes are for 100 tiles. Linda asked if the adjustor might have a vendor to recommend, Amanda will find out.
- d) Other

D. New Business

- a) Personnel
 - i) Children's Room Page - Amanda would like to hire Julie Gibb, a current employee to act as the Page filling two separate non-competing positions within the Library.
 - ii) Holiday gifts - Amanda would like to give local gift certificates to the staff. Amanda will check with the friends to see if they'd like to help fund the gift for the volunteers. Mary Lou proposes to duplicate 2010 gift level up to \$500, Richard seconded. AIF motion carried.

- b) Finance
 - i) S. Kravitz proposed motion - To fix the budget to be no more than 70% Staff and no less 30% Operating (See Sunny's Attachment below for details) Sunny Moved, Mary Lou seconded. Sunny voted to approve, all other opposed, motion not carried.
 - ii) Vanguard –
 - iii) Charles H. Lane Christmas Fund – see Children’s Report and Attachment below. Richard moved and Bob seconded. AIF motion carried.
- c) Building
 - i) Fall cleanup - Contacted Rye Library for recommendation, waiting to hear back from recommended company.
 - ii) Mural - Children’s room to have READING NOOK mural carried out along other walls to be funded by the Friends of the Lane Library. Board is acting to approve the mural. Bob moved, Sunny seconded, AIF motion carried.
 - iii) HVAC Performance Contract - Johnson’s Controls and Dowling Corp. have been asked to put together a new contract to include existing as well as the new boilers, pumps, and chiller.
 - iv) Lighting of the Library sign contributed by the Friends - Move to accept by Richard. Mary Lou seconded. AIF motion carried.
- d) Policy
 - i) Age change - Change the age for cards from 5 to 7 to make it easier for Librarians to be understood when contacting children for overdue books. Bob moved and Richard seconded AIF motion carried.
- e) Other
 - ii) December meeting, 14th selected

E. Friends Report

- a) Holiday Parade - Friends will participate in the holiday parade with so staff members as well

F. Acceptance of Donations - Upstairs \$79, downstairs \$108 Richard moved. Sunny seconded AIF motion carried.

G. Summary of Decisions Made

1. Dowling payment authorized
2. Legal counsel regarding WA and second WA opposed
3. Holiday gifts for staff similar to 2010 approved
4. Budget for Staffing cut by 4% and operating raised by 4% motion opposed
5. Charles H. Lane Christmas Fund spending accepted
6. Mural donated by Friends approved
7. Lighting of sign approved
8. Age changed in policy
9. Donations accepted

H. Next Meeting-December 14, 2011

I. Adjournment - Meeting adjourned at 8:22 AIF motion carried.

Sunny's Attachment

10/18/11

Proposed Motion re: 2012 Library Budget

The Library Board of Trustees intends to set the Total Operating Budget for fy 2012, including both the TD dda Operating Account and both the Citizens dda Non-Appropriated Accounts, with the following guidelines.

1. 70% of the Total spending from all accounts to be used for Wages & Benefits.
2. 30% of all spending from all accounts to be used to fund the Library Operations.

Further, the Board of Trustees instructs the Executive Director to prepare various recommendations to achieve the above spending goals and present them to the Board of Trustees for discussion and approval within a reasonable time frame in order to comply with Municipal filing requirements for the fy 2012 budget.

Children's Room Attachment re: Lane Fund

PROPOSAL OF ALLOCATION OF

CHARLES H. LANE CHRISTMAS FUND DONATION

The Children's Room would like to use the very generous donation of \$1785 from the Charles H. Lane Fund donation in the following ways:

- We are interested in purchasing a story time rug, with ABCs or some other instructional figures on it. This will help brighten up the room during story time, as well as keeping very small children contained by asking them to each pick a letter (or other figure) to sit on. The numbers and letters will also reinforce learning.
- We completed a thorough weeding of our audiobooks recently. Now we would like to replace the many classic titles we had only in cassette with audio CDs. These are a great way for families to enjoy literature together on long car rides or for children with reading issues to listen as well as read for greater comprehension and fluidity.
- We are interested in buying plastic card holders that can attach to knapsacks. We would give these out to young patrons getting their first cards in order to encourage these children to carry their library cards.
- We would like to continue to expand our picture books, easy readers, parenting, and teachers' books. With our circulation on the rise, and continued very strong in-house use, we would like to have even more great titles to offer our patrons.

Price Breakdown:

• Story time rug from Demco \$324.99

• CD replacements for audiobooks weeded from collection

(30 x \$15.00) = \$450.00

• Keychain card holders for first-time card holders:

250 x .85 = 262.50 (plus shipping) \$1,037.49

• New picture, easy reader, parenting, and teaching books- \$747.51

\$1,785.00