

**Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Redden Room  
Dec. 14, 2011**

The meeting was called to order at 6:40 p.m. by Linda Sadlock (Chair). In attendance were Amanda Reynolds Cooper (Director), Debra Perry (Vice Chair), Mary Lou Heran (Treasurer), Sunny Kravitz and Jim Mills (Alternate). Bob Lamothe (Secretary), and Alternates Richard Laskey and Sue Hughes were absent.

**I. Officers' Reports**

**A. Secretary**

Secretary's report was approved from the Nov. 16, 2011 meeting on a motion by Kravitz, seconded by Heran. All were in favor.

**B. Chair**

Sadlock requested that Trustees complete and return any remaining NHLTA library surveys.

**C. Treasurer**

Heran read the Treasurer's report of account balances.

Kravitz moved to leave to the Treasurer's discretion the option to divide the money in the money market account equally among its four funds, minus enough of a balance to keep the account open, when/if she sees fit. Mills seconded the motion, and all were in favor.

A copy of the Treasurer's report will be put on file.

**II. Staff Reports**

The Director's, Financial and Department reports will be placed on file.

**III. Old Business**

A rebate check from Unitil was received in the amount of \$9,926.29

Kravitz moved to accept the wording of the Warrant Article with one change: to round up the dollar amount to \$80,000. Heran seconded, all were in favor.

The Board of Selectman received a commitment letter from Unitil for the chiller and lighting work.

Reynolds Cooper will ask the gutter repair man if he can review the roof to assess the roof slates in question of needing repair.

Reynolds Cooper will seek a third quote for the elevator repair service needed.

#### **IV. New Business**

Reynolds Cooper will pursue new substitutes to fill the gaps in Children's Services coverage.

Heran moved to renew the Trustees' annual membership to the Hampton Area Chamber of Commerce (\$125). Kravitz seconded, and all were in favor.

Reynolds Cooper is still in pursuit of a fall cleanup person for the library grounds.

The Unitil Gas Budget Plan will remain as is for now.

Reynolds Cooper discussed the idea of increasing the materials loan renewal period from two to four times for all old materials. Perry motioned to accept this new policy and Mills seconded. All were in favor.

Sadlock will email the filing date for the Hampton General Election Registration when known. There are two trustee positions open to all Hampton residents in the next election; both are 3-year seats.

Kravitz motioned to approve \$20 holiday gifts for each volunteer from the Trustees. Heran seconded, and the vote was unanimous.

#### **V. Friends Report**

There was no Friends report.

#### **VI. Acceptance of Donations**

Kravitz accepted the donations of \$152 and Heran seconded. All were in favor.

#### **VII. Summary of Decisions Made**

It will be left to the Treasurer's discretion to divide the money in the money market account equally among its four funds if seen fit. The wording of the Warrant Article was approved. The Hampton Area Chamber of Commerce membership will be renewed. The loan renewal period for old materials will be extended to four times. Spending on holiday gifts from the Trustees was approved.

#### **VIII. Adjournment**

Perry moved to adjourn, and Mills seconded. All were in favor to adjourn at 7:40 p.m.

Next meeting will be Wednesday, Jan. 18 at 6:30 p.m.

Respectfully submitted,

Debra Perry, Acting Secretary