

**Minutes of the Meeting of the Board of Trustees
Lane Memorial Library, Hampton, NH
Dearborn Redden Room
Feb. 15, 2012**

The meeting was called to order at 6:33 p.m. by Linda Sadlock (Chair). In attendance were Amanda Reynolds Cooper (Director), Debra Perry (Vice Chair), Sunny Kravitz, Richard Laskey (Alternate) and Jim Mills (Alternate). Also in attendance were Hampton residents Norma Collins and Diane Crow. Mary Lou Heran (Treasurer), Bob Lamothe (Secretary) and Alternate Sue Hughes were absent.

I. Officers' Reports

A. Secretary

The Secretary's reports from the Jan. 18 and Feb. 2, 2012 meetings were approved on a motion by Perry, seconded by Laskey. All were in favor.

B. Chair

Sadlock had nothing to report.

C. Treasurer

The Treasurer's report was tabled in the Treasurer's absence.

II. Staff Reports

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

III. Old Business

A. Personnel

- i.) Unwanted romantic attention — Reynolds Cooper sent a cease request notification letter to the patron's home.

B. Finance — Nothing to report.

C. Building

- i.) Warrant Article #10 — Will post publicly at the library any letter of support for Warrant Article #10 or for any other Warrant Article.
- ii.) Roof — Reynolds Cooper is still looking for a slate worker to repair the roof.
- ii.) Elevator — Nothing new to report.
- i.) HVAC Performance Contract — Perry moved to accept the bid by Dowling and Kravtiz seconded. All were in favor.

D. Other

- i.) Movie volunteers — None have been found yet to help with movie showings. Reynolds Cooper will place a listing in the Hampton Union and Patch.

IV. New Business

A. Personnel

- i.) Title Change — Kirsten Corbett's title will change from Reference/YA Librarian to Reference/Teen Librarian.
- B. Finance — Nothing to report.
- C. Building — Nothing to report.
- D. Other
 - i.) Volunteer Telecomputing Support — The Trustees agreed to purchase a computer to enable our volunteer historical archivist to work from home while he recovers from an accident. The Friends would like to support this effort and could fund the Internet utility bills. Perry moved to approve the Trustee computer purchase up to \$250 and Laskey seconded. The vote was unanimous.
 - ii.) E-readers and tablet training — The request that Trustees replace any e-reader or tablet damaged during the upcoming training was declined.
 - iii.) Gallery policy — The revision to the Gallery Exhibition Policy was tabled until the policy can be presented in total to the trustees, providing a context in which to reword it appropriately.
 - iv.) Annual report — The report has been turned in to the town.
 - v.) Holiday Schedule — Kravitz moved to accept the director's library holiday operating hours and schedule for 2012. Laskey seconded and all were in favor.

V. Friends Report

The Friends reported on plans and any possible contributions for: the Valentine's Tea, circulation desk rebuild, complimentary Friends membership to full- and part-time library staff, Internet utility payment for volunteer history archivist to work from home, library logo, spring or summer doll clothes sale, watercolor notecards, membership mass mailing, book sale volunteers, book bags and book sale, upcoming National Library Week, and a flower raffle.

VI. Acceptance of Donations

Kravitz accepted the donations of \$222 and Laskey seconded. All were in favor.

VII. Summary of Decisions Made

The Dowling bid was accepted for the HVAC performance contract. The Trustees approved expenditure of up to \$250 for a computer for volunteer telecomputing. The 2012 library holiday schedule was approved. Donations of \$222 were accepted.

VIII. Adjournment

Kravitz moved to adjourn; Laskey seconded. All were in favor to adjourn at 8:04 p.m.

Respectfully submitted,

Debra Perry, Acting Secretary