

Library Trustee Meeting
March 21, 2012
Dearborn/Redden Room
6:35 p.m.
Agenda

The meeting was called to order at 6:35 p.m. by Linda Sadlock (Chair). In attendance were Bob Lamothe (Secretary), Mary Lou Heran (Treasurer), Richard Laskey (Trustee), Mark Hughes (Trustee), and Library Director Amanda Reynolds Cooper. Diane Crow was also in attendance. Jim Mills (Alternate) was absent.

A. Call to Order

- a) Introduction of new trustee and proposed alternate trustees.

B. Officer's Report

- a) Secretary
 - i) February 15, 2012 minutes - Mary Lou moved to accept minutes with the correction that she was absent. Richard seconded, AIF motion carried.
- b) Chairperson-
 - i) Thank you cards - Mary Lou suggested a gift for Debra and Sunny, Mary Lou motioned, Richard seconded. AIF Motion carried.
 - ii) Boston College Observatory request to install a seismograph was declined.
 - iii) 2012 NHLTA Annual Conference information will be emailed to the Board.
- c) Treasurer - Mary Lou explained the trustee financials, Mark had a few questions. She will add a year to date and cost basis column.

C. Reports

- a) Director –Amanda's quarterly performance plan report was discussed. In it she questions whether we perform a community survey for long range planning purposes in house or hire a firm. Mary Lou pointed out we should not go beyond five years due to technology advances. We will request that Wanda Robertson of Hampton HR will assist us with policy revisions. The Friends of the Library will assist in developing fund raising ideas.
 - i) Financials - Budget at 17% for the year. Gas and Electric are budgeted higher than will be spent. These lines will be adjusted in future budgets.
- b) Adult Services - No report, Darrel submitted statistics of use review.
- c) Children's Services - No discussion.
- d) Reference Services - Mark asked if Consumer Reports might be made available online, Amanda will look into that
- e) Tech Services - No discussion

D. Old Business

- a) Personnel
- b) Finance
- c) Building
 - i) Warrant Article #10 Contracts have been signed. No loan docs have been submitted to Selectmen for approval on the lighting and the new chiller.
 - ii) Roof –There was a new leak following the recent snow storm. The three quotes to repair the roof were reviewed. At least two new leaks discovered in the roof. Bob moved to give Amanda the latitude to choose the vendor and approve spending up to the amount provided by insurance. Mary Lou seconded. AIF motion carried.
 - iii) Elevator - Two vendors have quoted the repairs, Amanda still seeking 3rd vendor and will contact Otis Elevator and ask the town who they use.
- d) Other
 - i) Volunteer Telecommuting Support - Friends are buying a laptop for the Library. Library will provide support for payments to Internet services \$359.40/year. Mark brought up that this is precedent setting and we need to be careful how we do this, Linda suggested we run this by the town attorney. Richard asked what liability we might incur should the resources be used inappropriately. The current library policy will be the guideline. Motion to approve should we resolve liability issue, Mark moved, Bob seconded, AIF motion carried.
 - ii) Gallery Policy - Discussion centered on whether we should allow commissioned artists to display their work. General feeling was to make art something of cultural significance. Mary Lou moved, Richard motioned. AIF motion carried.

E. New Business

- a) Personnel
 - i) Children’s Room substitutes. Three were interviewed and hired. They will have background checks.
 - ii) National Volunteer Week - Amanda would like to continue to do the volunteer luncheon with a budget not to exceed \$1000. Richard moved, Mary Lou seconded, AIF motion carried.
- b) Finance
 - i) Tax ID - Should we have a Tax ID? We have one and this could open us up to tax liability with the IRS, however it is helpful when seeking grants. General feeling was to leave things as is.
- c) Building
 - i) Spring Clean Up - Terry Nadeau, a professional landscaper, has offered to volunteer to assist with Library grounds. Date not chosen yet for cleanup. Say goodbye to the forsythia? Mark recommended that the big Pine on Academy Avenue be removed due to its proximity to the Library and potential danger it creates. Amanda will investigate any obstacles to removal.
- d) Other
 - i) Email received from concerned parent regarding children’s use of library. Linda and Amanda will respond.
 - ii) Meeting Room Use Policy re: Little Room - Should the Library make the Little Room available for meetings and groups? Should the Library extend hours past 8PM? If the

Elevator is unlocked it allows access to the top floor. Motion to allow the Little Room to be used for meetings and group functions. Bob Moved, no second. Motion tabled. Legal review suggested.

- iii) Election of Officers - Bob moved to keep officers as is with the exception of making Richard Vice Chair. Bob moved, Mark seconded, AIF motion carried.
- iv) Meeting date – will be the third Wednesday of the month.
- v) Committee assignments - Richard to move to Personnel, Mark and Mary Lou on Finance, Bob on building.
- vi) Assistance from Wanda Robertson with policy rewrites. Mary Lou moved, Mark seconded. AIF motion carried.
- vii) Citizen's Bank proposal discussed and declined.

F. Friends Report - Money for computer for telecommuting support authorized.
Spring newsletter will be published shortly.
Fundraising opportunities are being explored.

G. Acceptance of Donations - Mary Lou moved, Richard seconded AIF motion carried.

H. Summary of Decisions Made-

Thank you gift for outgoing board members approved.

Roof repairs authorized.

Volunteer Telecommuting Support conditionally agreed upon.

Gallery policy wording changed.

Money for National Volunteer Week luncheon allocated.

Officers elected, committees formed and Diane Crow recommended as alternate trustee.

Letter requesting assistance for policy revision from Wanda Robertson endorsed.

Donations accepted

I. Next Meeting-April 18, 2012

J. Adjournment 9:05 - Mark moved, Bob seconded, AIF motion carried.