

Library Trustee Meeting
May 16, 2012
Dearborn/Redden Room
6:30 p.m.

Minutes

The meeting was called to order at 6:38 p.m. by Linda Sadlock (Chair). In attendance were Bob Lamothe (Secretary), Mary Lou Heran (Treasurer), Mark Hughes (Trustee), Richard Laskey (Trustee), Diane Crow (Alternate) and (Library Director) Amanda Reynolds Cooper. Bill Hartley, Paulina Shadowens and Sunny Kravitz were also in attendance.

A. Call to Order

B. Officer's Report

- a) Secretary
 - i) April 18, 2012 and May 12, 2012 minutes –Mary Lou Heran's name will be corrected in the May minutes. Richard moved, and Mark seconded to accept the minutes. AIF motion carried.
- b) Chairperson
 - i) Trustee gifts - Linda produced two framed and matted postcards of the Lane Library as gifts.
 - ii) Correspondence - Meeting reports are public as soon as they are released to a quorum of the Board and are available to anyone who requests them. Discussion centered around delivery method, whether to provide per request, or post on website. Linda felt this could be handled at the executive level and will follow up without needing a motion.
- c) Treasurer
 - On file

C. Reports

- a) Director - No questions. The library will be closed at 1:00 on Saturdays starting June 16th.
 - 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. Library email accounts will be established for the trustees

D. Old Business

- a) Personnel -
 - i) Paraprofessional position –Still in committee.
 - ii) 5/12 meeting follow up - Entered closed session per RSA 91-A 3 II (a) 7:33 p.m. on a motion by Richard. Mark seconded. All were in favor.
Returned to public session at 8:01 p.m.
- b) Finance
- c) Building
 - i) Chiller and Lighting - New chiller installed. Lighting fixtures are being evaluated by Unital.
 - ii) Roof - Amanda has contracted with Therrien to repair the roof, insurance will cover.

- iii) Elevator – Otis will provide another estimate for repair.
- iv) Spring clean up (walkway) –Grass was recommended for the planting area to reduce liability.

E. New Business

- a) Personnel –Due to a recent resignation, current staff will be reassigned to cover the hours.
- b) Finance
 - i) Bill Hartley Representative from the Trustee of the Trust Funds –presented an investment proposal which will be reviewed and discussed next month.
 - ii) Merge supply line items - Amanda would like to merge lines but will wait until the 2013 budget is prepared.
 - iii) Investment Policy update-tabled until next month.
- c) Building
 - i) Refurbish Dorothy Little Room –Tables and chairs from Lane Room in excess of our needs will be used to replace those currently used by the seniors.
- d) Other
 - i) Policy – Emergency Closures Policy - Would like to remove the section allowing the building to be open without running water if Town Hall facilities are available. Bob moved and Mark seconded the change. AIF, motion carried.
 - ii) Shelves in the children's room are too shallow for the broad books read by children. Books have been falling. Amanda would like to use some new donations to buy new shelves. Amanda will get quotes.

F. Friends Report

They met this morning and discussed opportunities to raise funds in the community.

G. Acceptance of Donations - Mark moved. Richard seconded AIF motion carried.

H. Summary of Decisions Made

Changed emergency closings

Donations accepted.

I. Next Meeting-June 20, 2012

J. Adjournment - Bob moved, Mary Lou seconded at 8:45 p.m. All were in favor.