

Library Trustee Meeting
June 20, 2012
Dearborn/Redden Room
6:30 p.m.

The meeting was called to order at 6:39 p.m. by Linda Sadlock (Chair). In attendance were Bob Lamothe (Secretary), Mary Lou Heran (Treasurer), Richard Laskey (Vice Chair), Mark Hughes (Trustee), Bill Hartley (Trustee of Trust Funds), Warren J. Mackensen (Investment Advisor), Laura McHardy (Prospective Alternate) and Library Director Amanda Reynolds Cooper. Diane Crow (Alternate Trustee) was absent. Bill and Warren left at 7:10

A. Call to Order

Introduction of prospective member and speakers.

B. Officer's Report

- a) Secretary
May 16, 2012 public and non-public minutes- Mary Lou moved, Richard seconded. AIF motion carried.
- b) Chairperson
Correspondence to and from Richard Doyle regarding genealogy classes for profit
- c) Treasurer
On file

C. Reports

- a) Director
 - i) Financials
- b) Adult Services
- c) Children's Services
- d) Reference Services
- e) Tech Services
On file

D. Old Business

- a) Personnel
No old business
- b) Finance
 - i) Warren Mackenson and Warren Hartley, Representatives from the Trustees of the Trust Funds discussed our current investment performance and suggested we move our 4 funds into a portfolio managed with but separate from the town funds. Mark moved for a vote. Richard seconded. Following a discussion AIF, motion carried.
 - ii) Investment Policy re-affirmation
- c) Building
 - i) Chiller and Lighting
Chiller installed. Lighting loan approved by Unitil.
 - ii) Roof
To be repaired the week of June 25th.
 - iii) Elevator – Amanda given the latitude to choose between NH Elevator and Otis after determining if either entity can provide a reduced price on an annual service agreement. Mark Moved. Mary Lou seconded AIF motion carried.
 - iv) Walkway - Move to accept \$500 donation and authorize work for the walkway. Mary Lou moved, Richard seconded. AIF motion carried.
 - v) Selves - Amanda does not have the quotes yet.
 - vi) Pine trees - Will be removed and stumps ground with the assistance of DPW.

E. New Business

- a) Personnel
 - i) Director's evaluation and quarterly performance plan report
Evaluations due ASAP
Quarterly report – Long range plan work has begun. Policy updates, especially chapter 12 of the Personnel Policy, are in progress.
 - ii) Nepotism Policy - No action.
- b) Finance
 - i) Gas budget plan has been adjusted by Unitil. No action needed.
 - ii) 2013 budget - Amanda will write first draft and submit to finance committee. Mary Lou would like to see a written reason for budget items. Amanda will have a first draft of the budget by July 6. Budget committee will meet July 10 at 6:30
- c) Building
 - i) Handicap parking - Will make 3 of the front parking spaces, nearest the ramp, handicapped.
- d) Other
 - i) Summer Reading Program - Need volunteers.
 - ii) Volunteer Service Agreement - The board was in agreement that we don't want to have to ask volunteers to sign an agreement.
 - iii) Move to approve Internet service for volunteer. Mary Lou moved, Richard Seconded. AIF motion carried.
 - (iv) Amanda will investigate cost of self checkout.

F. Friends Report

- G. Acceptance of Donations** – Bob moved, Mary Lou seconded AIF motion carried.
May \$105 Upstairs; \$29 Downstairs = \$134
Katie Anderson \$100
Wheelabrator \$500
Grand Total \$734

H. Summary of Decisions Made

- i) Investment Policy authorized
- ii) Elevator modernization approved
- iii) Walkway improvement donation accepted
- iv) Telecommuter internet service appropriated
- v) Acceptance of Donations

I. Next Meeting-July 17, 2012

- J. Adjournment** - Meeting ended at 8:23 Bob moved Mark seconded. AIF motion carried.