

**Library Trustee Meeting
September 12, 2012
Dearborn Redden Room
6:30 p.m.
Agenda**

DRAFT

- A. Call to Order**-6:45 p.m. by Linda Sadlock (Chair). In attendance were Bob Lamothe (Secretary), Mark Hughes (Trustee), Mary Lou Heran (Treasurer), Richard Laskey (Vice Chair), and Library Director Amanda Reynolds Cooper. Diane Crow (Alternate) was absent.
- B. Officer's Report**
- a) Secretary-Minutes from August accepted on a motion by Richard, seconded by Mark. AIF
 - b) Chairperson-Susan Hughes was approved by BOS as alternate Trustee. Appreciation gift will be mailed to Sunny Kravitz.
 - c) Treasurer – Placed on file with quarterly trust fund report
- C. Reports**
- a) Director
 - i) Financials
 - b) Adult Services
 - c) Children's Services
 - d) Reference Services
 - e) Tech Services
- All reports review and placed on file.
- D. Old Business**
- a) Personnel
 - i) Director's evaluation and quarterly performance plan report-Non-Public session began at 8:37 p.m. on a motion by Mark. Mary Lou seconded, AIF motion carried. Return from Closed session at 8:41p.m., Mary Lou moved, Mark seconded AIF, motion carried.
 - b) Finance
 - i) 2013 budget - Discussion ranged around whether to present the budget with a 2.86% increase. Increase mostly due to step increases and increase in cost of healthcare. Amanda proposes a 2.17% increase cutting from sub and repair. Mary Lou moved to reduce to 2.1% Bob seconded. AIF, motion carried.
 - c) Building
 - i) Lighting - Lighting is in, building is much brighter.
 - ii) Roof-See report.
 - iii) Elevator -Waiting for money. Amanda needs to check references.
 - iv) Walkway-no report
 - v) Shelves - no report
 - vi) Pine trees-removed
 - vii) Handicap parking - see report.
 - viii) Self-checkout-We will find a time to meet in Portsmouth and learn about their self-checkout system before making any decisions for Hampton.
 - d) Other
 - i) Long Range Planning-results from library services questionnaire reviewed.
- E. New Business**
- a) Personnel
 - i) Annual Staff Dinner-Amanda will contact local restaurants regarding menu, price and private space
 - b) Finance
 - c) Building
 - i) Custodian Contract – Draft form. Will solicit 3 bids.
 - ii) Ceiling painting - Only one bidder so far.
 - iii) YA Gaming Center - Proposal to create a permanent game center for teens in teen area – Tabled until October meeting.
 - d) Policy

- i) Staff cooking for events - It will be left to Amanda's discretion.
- e) Other

F. Friends Report-Annual meeting September 19, 2012 at 6:00 p.m.

G. Acceptance of Donations \$172 Richard motioned, Mark seconded. AIF motion carried.

H. Summary of Decisions Made 2013 budget, accepted Directors evaluation, Accepted donations.

I. Next Meeting-Tuesday October 16, 2012

J. Adjournment 8:45 p.m. Mark moved, Richard seconded AIF motion carried.

Respectfully submitted, Bob Lamothe