

**Library Trustee Meeting
November 13, 2012
Dearborn Redden Room
6:30 p.m.**

A. Call to Order

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

B. Officer's Report

- a) Secretary-accepted with correction by Mark and seconded by Richard. AIF
- b) Chairperson-no report
- c) Treasurer-not reviewed.

C. Reports-placed on file

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

D. Old Business

- a) Personnel-no report
- b) Finance
 - i) 2013 budget-to go to the Bud Com November 20th. Health insurance rate for 2013 will increase 3.8%.
- c) Building
 - i) Elevator-Repairs to begin Nov. 26th. Will lose access, but accommodations will be made for patrons who need them.
 - ii) Custodian Contract-Amanda is waiting for additional bids.
 - iii) Self-checkout-Mark and Mary Lou examined the self-checkout system used at the Portsmouth Public Library. Amanda will put self-checkout on priority list.
 - iv) Walkway -no report
 - v) Shelves -no report-Mark suggested that the Friends be asked to contribute to new shelving in the Children's Room
 - vi) Ceiling painting -no report
 - vii) Handicap parking -no report
 - viii) Roof -no report
- d) Other
 - i) Long Range Planning-due by March 31, 2013

E. New Business

- a) Personnel
 - i) Professional photographs- authorized on a motion by Richard, seconded by Mark. AIF
 - ii) Plan holiday gifts for staff, subs and volunteers-approved on a motion by Mark, seconded by Diane. AIF
- b) Policy
 - i) Access policy-accepted changes on a motion by Diane and seconded by Richard. AIF
 - ii) Collection development policy-accepted on a motion by Richard, seconded by Mark. AIF
- c) Finance-TD Bank will no longer pay interest on our account and will begin a check imaging fee
- d) Building-no report
- e) Other
 - i) Holiday parade-staff will be involved

F. Friends Report

- Continuing Oceanside Gaming Application Process
- The first grade book sale made \$53
- The book sale is November 14th - 17th, with a bake sale on November 15th
- Upcoming doll clothes sale on December 8th

- The Fall Newsletter was sent out to all Friends Members via email and “snail mail”
- We are looking into getting Directors and Officers insurance

G. Acceptance of Donations-September \$163 and October \$82 accepted by Mark and seconded by Diane. AIF

H. Summary of Decisions Made-professional photographs and holiday gifts were authorized, access policy changes were approved, collection development policy was established and donations were accepted

I. Next Meeting-Tuesday December 18, 2012

J. Adjournment-7:43pm on a motion by Richard, seconded by Mark. AIF