

**Library Trustee Meeting
January 22, 2013
Dearborn Redden Room
6:30 p.m.
Minutes**

The meeting was called to order at 6:40 p.m. by Richard Laskey (Vice Chair). In attendance were Bob Lamothe (Secretary), Mark Hughes (Trustee), Mary Lou Heran (Treasurer), Diane Crow (Alternate voting for Linda Sadlock who was absent) and Library Director Amanda Reynolds Cooper.

A. Call to Order

B. Officer's Report

- a) Secretary – Amanda presented one correction to the minutes, encumbered fund for the elevator should read \$21,100 not \$21,500. Mary Lou moved to accept with correction, Bob seconded. AIF motion carried.
- b) Chairperson – Several thank you notes for the holiday gifts were shared.
- c) Treasurer – Placed on file.

C. Reports

- 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-
 - i) Employee hearing screening – no report
- b) Finance
 - i) Encumbered funds – Elevator invoice has been paid. SIP 2 software will be purchased. Ceiling painting is still pending.
- c) Building
 - i) Elevator - completed
 - ii) Shelves - pending
 - iii) Self-checkout – Priority for Children's Services. Aim to have in place before Summer Reading this year.
 - iv) Ceiling painting - Pending
 - v) Walkway-scheduled to the spring
 - vi) Custodian Contract – to be included in 2014 budget planning
 - vii) Handicap parking – no report
 - viii) Roof – no report
- d) Other
 - i) Long Range Plan-due in March

E. New Business

- a) Personnel-
 - i) Staff evaluations - February
 - ii) Head of Reference Services resignation
Marija Sanderling has indicated that her last day will be around the end of April.
- b) Finance-
 - i) Transfer 6 month donations to non-appropriated account
Transfer \$1656 to non-appropriated, Mary Lou moved, Mark seconded, AIF motion carried.
 - ii) Public Hearing for 2013 Municipal budget
The municipal budget was advanced with no questions regarding the library budget.
- c) Building
 - i) Dowling 2013 Contract – to renew, Diane moved, Mark seconded, AIF motion carried.
- d) Other-
 - i) Registration for public elections
 - ii) Establish summer hours - to keep hours the same all year (i.e. 9 a.m. to 5 p.m.) subject to change based on data as the Summer progresses- Mark moved, Mary Lou seconded AIF motion carried.

F. Friends Report

Placed on file

G. Acceptance of Donations - \$1,041 Mary Lou moved, Diane seconded, AIF motion carried.

H. Summary of Decisions Made

I. Next Meeting-Tuesday February 19, 2013

J. Adjournment – 9:45 Mary Lou moved, Mark seconded, AIF motion carried.