

**Lane Memorial Library
Board of Trustees Meeting
Dearborn Redden Room
November 16, 2017
7:00PM**

- A. **Call to Order:** Liz Keroack, Vice Chair, called the meeting to order at 7:08 PM.
- B. **Attendance:** In attendance were: Diane Crow, Treasurer; Chris Hendry, Trustee; Liz Keroack, Vice Chair; Library Director, Amanda Reynolds Cooper, and guest J.P. Pontbriand from Salem Five Bank
- C. **Officers' Reports:**
- a) **Secretary:** Diane moved and Chris seconded the motion to accept the minutes from the October 2017 meeting. Motion passed, AIF.
 - b) **Chair:** No report.
 - c) **Treasurer:** Diane had prepared the financial report, which was reviewed. The report was placed on file.
- D. **Reports:**
- a) **Director:** Amanda's report highlighted these items: outdoor cameras, window and roof bids, library seating, library budget and Town Budget, hold shelf use, anniversaries and the Seacoast Area Library meeting.
 - b) **Asst. Director:** Stacey's report highlighted the completion of the Strategic Planning process and marketing the library through Snapchat.
 - c-f) **Public Services, Teen Services, Children's Services and Tech Services Reports:** Trustees reviewed and appreciated all reports.
- E. **Old Business:** Lane Memorial Library
- a) **Building:**
 - i) **Security cameras:** The recommended Nest Cam outside security cameras cost \$200.00 with weatherproofing. Subscription to recording the footage is ~\$120.00 a year. After a brief discussion, the Board agreed to support purchase of the cameras as well as the subscription service for one year.

Chris moved to purchase the cameras and one year of the subscription service.
Diane seconded the motion. Motion passed, AIF.
 - b) **Policy**
 - i) **Snow Policy:** Diane made a motion to accept the Appendix B, the Emergency Closures Policy as well as the Personnel Policies regarding snow emergency closings. Chris seconded the motion. Motion passed, AIF.
 - c) **Finance**
 - I) **2018 Budget:** Amanda indicated that health care costs are predicted to decrease, which means that the library's 2018 budget request will only reflect a 1.5% increase, which should increase its possibility of passage.

F. New Business:

a) Building

i) **Window bids** were opened and examined by the Board. Bernier's submission, with detailed cost breakdown, was \$59,262.00. Dynacom's bid offered no cost breakdown and came in at \$40,400.00. Amanda reminded the Board that the Warrant article for the windows is for \$43,525.00 and that those monies will be available until March 2019.

b) Policy and Procedures

i) Current Hold Shelf processes were reviewed for their effectiveness. The Board considered Amanda's suggestion for change and supported that suggestion.

c) Staff

i) **3rd Quarter Director's Goals:** The Board reviewed each of Amanda's goals and her progress toward fulfilling them.

ii) **Staff holiday gifts:** Chris made a motion that the Board approve Amanda's usual practice of buying \$25.00 gift cards for Staff and \$10.00 gift cards for teen aides. Diane seconded the motion and the motion passed, AIF.

d) Investments

i) J.P. Pontbriand from Salem Five Bank attended the meeting to update the Board on the transition of our investments to the management of his firm. He reminded the Board of its financial objectives for the library and how a moderate risk portfolio of 60% bonds and 40% stocks might achieve them. He also suggested that the current investment policy be reviewed in the future so that it might offer better guidance for managers of the investments. A vote to keep the current investment policy in place during this transition will be put on the December agenda.

G. Friends of the Library Report: No report.

H. Acceptance of Donations: A motion was made by Diane and seconded by Chris to accept the monthly donation of \$595 (\$500 for Programming and \$95 unencumbered). Motion passed, AIF.

I. Summary of Decisions: The trustees at this meeting moved the following: to accept the minutes of the October meeting; to accept the purchase of an outdoor security camera and a one-year subscription service for recording; to accept Appendix B, the Emergency Closures Policy as well as the Personnel Policies regarding snow emergency closings; to approve the purchase of Staff gift cards for the holiday; and to accept the monthly donation of \$595 (\$500 for Programming and \$95 unencumbered).

J. Next meeting: Wednesday, December 20, 2017 at 7 PM.

K. Adjournment: A motion was made by Chris and seconded by Diane to adjourn the meeting at 8:47 PM. Motion passed, AIF.