

**Lane Memorial Library
Trustee Meeting Minutes
June 27, 2018
Dearborn Redden Room
7:00PM**

- A. Call to Order:** The meeting was called to order at 7:07PM by Chair, Bob Lamothe.
- B. Attendance:** In attendance were: Chris Hendry, Trustee; Bob Lamothe, Chair; Amanda Cooper, Director; Brian Abasciano, Alternate voting for Liz Keroack. Deb Knowlton, Secretary, arrived at 7:35PM.
- C. Officer's Report**
- a.) Secretary's minutes: A motion was made by Chris and seconded by Brian to approve the minutes of the May 16 meeting. Motion passed, AIF.
- b.) Chair: No report.
- i) Friends report
- Book sale total which includes membership renewals and raffle tickets (both minor amounts) was \$2928.25 which is in the ballpark for the previous two sales.
 - The Board approved the library's request for support of the summer reading program which amounts to \$4505. There was some discussion regarding the appropriateness of funding adult prizes, as well as the need to process business donations through the Friends for the 501c tax benefit and to get business use to the idea of event sponsorships in the future.
 - The group also decided to hold a bake sale during the Touch a Truck event. Also moving forward is the mini golf event next year. The group decided against the license plate decal program but will continue to pursue/develop more information on poker room approval, a cookbook, and a membership drive/business solicitation in the fall. The board will not meet in July.
- c.) Treasurer's Report: The report was not available.
- D. Department Reports**
- a-g) Director, Monthly Spending, Assistant Director, Public services, Teen services, Children's Services and Tech Services Reports: No action necessary. Trustees reviewed and appreciated all reports.
- E. Old Business**
- a) Policy: Amanda invited reflections on the updated version of the Finance Policy that included earlier Board suggestions. We will take a vote when the full board has read the update.
- F. New Business:**
- a) Finance: 2019 Budget Request: Amanda informed the board of a need to budget for \$44,000 to cover increased medical coverage for the staff for 2019. We discussed resource possibilities

and budget options. Amanda will speak with knowledgeable Town departments about each of the options as they relate to town budgeting requirements.

b) Staff: Amanda celebrates 10 years as the Library's Director. Chris made a motion, seconded by Brian to gift her with a \$500 pre-paid credit card to use on her trip to South Africa on behalf of the Board. Motion passed. AIF

c) Other:

i) Finance Committee: Amanda will speak with Mike Schwotzer about 2019 budget options and will then send out information to the Board prior to the next Trustees' meeting with option(s).

ii) Additional meeting for Children's Room windows contract review: A motion was made by Chris and seconded by Brian to vest Amanda with authority to review and approve the contract for the Children's Room windows. Motion passed, AIF.

- G. Acceptance of Donations:** A motion was made by Deb and seconded by Chris to accept the following donations: \$364 from the desk (unassigned), \$200 for the Teen Entrepreneur camp from local businesses, and \$4,505 from the Friends of the Library for the Summer Reading Program. Motion passed, AIF.
- H. Summary of Decisions Made:** Motions were made to accept the minutes of the May meeting; to gift Amanda with the \$500 pre-paid credit card; to grant Amanda the authority to review and approve the Children's Room Windows contract and to accept the \$5,069 donations to the library.
- I. Next meeting:** Wednesday, July 18, 2018
- J. Adjournment:** A motion was made by Deb and seconded by Chris to adjourn the meeting at 8:56 PM.