

**Lane Memorial Library  
Trustee Meeting Minutes  
July 18, 2018  
Dearborn Redden Room  
7:00PM**

**A. Call to Order:** The meeting was called to order at 7:10 PM by Chair, Bob Lamothe.

**B. Attendance:** In attendance were: Chris Hendry, Trustee; Bob Lamothe, Chair; Amanda Reynolds Cooper, Director; Deb Knowlton, Secretary; Brian Abasciano, Alternate voting for Jay Athuluri from 7:10 to 7:30pm, Liz Keroack, Vice Chair and Jay Athuluri, Treasurer who arrived at 7:30pm.

**C. Officer's Reports**

**a.) Secretary's minutes:** A motion was made by Chris and seconded by Brian to approve the minutes of the June 27 meeting. Motion passed, AIF.

**b.) Chair:** Bob reminded us that three unexcused absences would be cause for dismissal from the Board, so if we need to be absent from a meeting, to please let him or Amanda know. He also shared a note from the AG's office stating that the NH Municipal Assoc. would oversee the training of municipal Trustees on the topic of charitable trusts, following the retirement of Terry Knowles. Sessions will be available in November at the NHMA conference.

**c.) Treasurer's Report:** The report was not available.

**D. Department Reports**

**a) Director and Assistant Director's reports:** The reports were reviewed, no action necessary.

**b) Public services, Teen services, Children's Services and Tech Services Reports:** Trustees reviewed and appreciated all reports.

**E. Old Business**

**a) Policy:** Liz offered grammatical edits for an updated version of the finance policy that included earlier Board suggestions. With these changes, Chris moved and Liz seconded a motion to accept the revised financial policy. Motion passed, AIF.

**b) Finance – 2019 Budget Request Update:** Amanda reported on background research indicating that our work on revised health care coverage for one employee could be included in the default budget should that be the vote in 2019. Liz then moved and Chris seconded a motion to go into non-public session (per RSA 91-A:311a) at 8:00PM. Liz moved and Deb seconded a motion to include a 2% wage increase to six part-time staff in the 2019 budget given that such a change was earned in 2018 and required no additional funds in 2019. Motion passed, AIF. A motion was made at 8:14 to leave non-public session by Chris and seconded by Liz. Motion passed, AIF. Chris moved and Liz seconded a motion to move the 2019 Budget Request, as presented by Amanda, forwarded. Motion passed, AIF.

**c) Other – Additional meeting for Children's Room window contract review:** Since Amanda will be on vacation when the final contract for the Children's Room windows needs to be reviewed and signed, Chris moved and Liz seconded a motion to give Stacy Mazur, Assistant Director, the ability to review and sign the contract for the Children's Room window replacement. Motion passed, AIF.

**Acceptance of Donations:** A motion was made by Liz and seconded by Chris to accept the following donations: \$205 from the desk (unassigned), and \$250 for the Teen Summer Reading Camp, in the form of Hannaford vouchers. Motion passed, AIF.

**Summary of Decisions Made:** Motions were made to accept the minutes of the June meeting; to accept the revised finance policy; to move in and out of non-public session; to fund wage increases for six part-time employees in the 2019 budget; to move the 2019 budget request forward; to grant Stacy the authority to review and approve the Children's Room Windows contract and to accept the \$455 donations to the library.

**Next meeting:** Wednesday, August 22, 2018 (fourth Wednesday in the month of August)

**Adjournment:** A motion was made by Liz and seconded by Jay to adjourn the meeting at 8:20 PM.