

**Lane Memorial Library
Trustee Meeting Minutes
October 26, 2016
Dearborn Redden Room
7:00PM**

- A. Call to Order:** The meeting was called to order at 7:07 PM.
- B. Attendance:** In attendance were, Diane Crow, Treasurer; Chris Hendry, Trustee, Deb Knowlton, Scribe; Bob Lamothe, Chair; Dick Desrosiers, Vice Chair; Stacy Mazur, Asst. Director; Amanda Cooper, Library Director
- C. Officer's Reports**
- a) Secretary:** A motion was made by Chris and seconded by Diane to approve the minutes of the September 21, 2016 meeting. Motion passed, AIF.
- b) Chair:** No report.
- c) Treasurer:** Diane presented the report which was reviewed, and placed on file.
- D. Reports:**
- a) Director:** Amanda was away because of illness and will prepare a full report for November. Items that need discussion and votes will appear later in the minutes.
- b) Public Services, Teen Services, Children's Services and Tech Services Reports:** Trustees reviewed and appreciated all reports.
- E. Old Business**
- a) Personnel:**
- (b) Finance:** (i) Wealth Management Firms: Deb will invite JP Pointbriand to the next meeting, to discuss how he would help grow present resources so as to add a bathroom addition to the building, as an illustration. (ii) A motion was made by Dick and seconded by Chris stating that the Board agrees that Amanda can go ahead with submitting the 2017 Warrant article requesting funds for new windows in the Children's Room, while we are still receiving estimates from various contractors. Motion passed, AIF.
- c) Building:**
- d) Policy:** Trustees will review an updated version of the Meeting Room Use Policy, with the goal of adopting the revisions so as to allow the Policy to take effect January 1, 2017.
- e) Other:** The Health insurance costs came in slightly higher than the 5% estimate and the Town Finance Director will make the adjustments to the 2017 proposed budget.
- F. New Business:**
- a) Personnel:** Joan Maloney has been hired as a new Substitute Library Assistant on an "as needed" basis after discussion and recommendation by the Personnel Committee.
- b) Finance:**
- c) Building:** A motion was made by Diane and seconded by Dick to allow additional open hours on the evening of 12/15/16 for a family concert as well as other evening hours as needed and as determined by Amanda for Community Committee meetings of the Strategic Plan Initiative in the months of November and December. Motion passed, AIF.
- (d) Policy**
- (e) Other:** Stacy introduced the elements of the Strategic Plan that is meant to help set goals, program ideas and policies for the next 3 years in order to help the library best serve its patrons. Library staff, patrons, trustees and others will take part in this work together.
- G. Friends of the Library Report:** A new president, Christine Bushway, has been named. The November Book Sale is coming up 11/16-11/19.
- H. Acceptance of Donations:** Chris moved and Deb seconded a motion to accept \$79 in donations from the Circulation desk. Motion passed. AIF.
- I. Summary of Decisions:** The Trustees at this meeting: Moved to accept the minutes, agreed to allow Amanda to advance the 2017 Warrant article, moved to open the library for several after hour occasions, moved to accept the circulation desk donations of \$79.
- J. Next meeting: November 15, 2016 7:00PM (TUESDAY)**
- K. Adjournment:** A motion was made by Diane and seconded by Chris to adjourn the meeting at 8:38 PM.