

**Lane Memorial Library  
Trustees Meeting Minutes  
February 20, 2019  
Dearborn Redden Room  
7:00PM**

**A. Call to Order:** The meeting was called to order at 7:04PM.

**B. Attendance:** Director Amanda Reynolds Cooper, Chair Bob Lamothe, Vice Chair Liz Keroack, Trustees Chris Hendry, Jay Aluthuri, Alternates Diane Crow, and Brian Abasciano and Secretary Deb Knowlton

**C. Officer's Reports**

- a) **Secretary:** A motion was made by Chris and seconded by Liz to approve the minutes of the January 19 meeting. Motion passed, AIF.
- b) **Chairperson:** No report
- c) **Treasurer:** Reviewed and placed on file. JP Pontbriand will attend next month to offer investment quarterly reports.

**D. Reports**

- a) **The Director's Report:** Amanda's report and monthly financials were received and discussed.
- b) The Public Services, Children's Services, and Tech Services were reviewed. Teen Services or Asst. Director Reports were also reviewed with the additional note that the interview process is underway for new library pages.

**E. Old Business**

- a) **Policy:** Amanda presented edited updates to the General Library Policies handbook for a final edit by Liz. We will vote acceptance at the March meeting.
- b.) **Finance:** Liz moved and Chris seconded a motion to encumber an additional \$9,627 for use in the 2019 budget making the total encumbered \$34,798 for 2019. Motion passed, AIF.

**F. New Business:**

- a) **Policy:** Amanda did a credit card point program review and made a list of 5 choices of cards she will research further that might better match the reward choices we have been using from the present card. The board authorized her to close the current line and open a new line of credit if needed to result in a better match of usable rewards.
- b.) **Personnel:** Bob passed out the sheets used by each trustee in preparation for the Director's annual review. These will be returned to Bob for summarizing. Amanda will also do a quick summary of her goals reached that will be shared with the Board.
- c.) **Other:** Alternate appointment: Amanda offered the name of Theresa Evans as a possible new alternate trustee who will be invited to attend the March 20 meeting. Amanda requested that we again offer Library cards to Chamber Members (including non-residents who have businesses in Hampton) for one year. A motion was made by Chris and seconded by Liz to offer library cards to all Chamber members for one year. Motion passed, AIF. A letter to this effect will be sent in April.

**G. Friends of the Library Report:** The Friends received \$300 from the Greater Lowell Community Fund and approved \$185 for Stacy's class. They decided against hosting the 1 mile Road Race and are thinking about May as a possible date for an Omni golfing event. Work on a new logo for the Friends is in process and the Valentine Tea on February 16th was a success.

**H. Acceptance of Donations:** Chris moved and Deb seconded a motion to accept \$1,281 in general gifts and \$555 in gifts in memory of Mary O'Donnell. Motion passed, AIF

**H. Summary of Decisions:** The Board of Trustees voted to accept the minutes of the January meeting; to encumber an additional \$9,627 in 2018 funds; to offer library cards to all Chamber of Commerce members for one year; to accept \$1,836 in general and specific gifts.

**I. Next meeting:** The next meeting will be March 20, 2019 at 7PM. (JP will attend.)

**J. Adjournment:** Liz moved and Chris seconded a motion to adjourn at 8:08PM.