

Hollis Social Library

Board of Trustees

1 October 2013

Trustees present: Karen Knight, Jill Heslin, Laurel Lang, Don MacMillan, Stephanie Stack, and Jone LaBombard

Also present: Lucinda Mazza, Library Director

1. The meeting was called to order by vice-chair Don Macmillan at 7:00.

2. Secretary's Report:

Motion	To accept the minutes of the September 3, 2013 meeting		
Made by	Stephanie Stack	Seconded	Laurel Lang
Vote	Unanimous		

3. Treasurer's Report:

Fines were down 40%. The mandatory 3% disbursement from the Rideout Fun (approximately \$37,000) was taken in September and will be reflected in October's report

Motion	To accept the September Treasurer's report		
Made by	Karen Knight	Seconded	Jill Heslin
Vote	Unanimous		

4. Enter non-public session 7:05 pm.

Motion	To enter non-public session to discuss correspondence		
Made by	Stephanie Stack	Seconded	Jill Heslin
Vote	Unanimous		

5. Exit non-public session 7:53 pm.

Motion	To seal the minutes of the non-public session under Section 91-A.		
Made by	Don MacMillan	Seconded	Laurel Lang
Vote	Unanimous		

6.

Motion	Job descriptions will be updated and delivered to staff by October 11, 2013		
Made by	Don MacMillan	Seconded	Stephanie Stack
Vote	Unanimous		

7.

Motion	Staff performance reviews will be completed by November 15, 2013		
Made by	Karen Knight	Seconded	Laurel Lang
Vote	Unanimous		

8. Director's Report/ Youth Librarian's Report:

The trustees requested that future reports include statistics on adult and youth program attendance.

Motion	To accept the Director's and Youth Librarian's reports		
Made by	Laurel Lang	Seconded	Stephanie Stack
Vote	Unanimous		

9. Approximately ten people signed up for new library cards at the library booth at Old Home Day. Attendees expressed interest in buying prints. The hamster was popular.

10. Cindy reported that Troy Brown told her that the RFP for interior painting isn't out yet. She told him we need to get it done over Thanksgiving or by Christmas at the latest; he thinks that won't be a problem.

11. The budget sub-committee met twice to develop the 2014 budget proposal. The 2014 budget request is due to the Selectmen on October 11.

12.

Motion	To increase the town appropriation from \$286,477 to \$289,341 with the increase of \$2864 to be added to the salary line for an across the board raise for all employees.		
Made by	Don MacMillan	Seconded	Jill Heslin
Vote	Approved 5 to 1		

13. The meeting was adjourned at 9:03pm.

Respectfully submitted,

Jone LaBombard, Secretary

[Note: these minutes are unapproved. Corrections and approval will take place at the following meeting of the Board of Trustees.]