

**Library Memorial Library
Board of Trustees Meeting
August 12, 2020
7:00 PM**

Electronic Meeting by teleconference

As Chairperson of the Lane Memorial Library Board of Trustees I have determined that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, that to properly ensure the safety of the public this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming we are utilizing a teleconference service for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public may join this electronic meeting by calling 1-646-876-9923 and using the meeting ID: 862 7078 5510 and the passcode: 373931. If anybody has a problem, please call 603-772-6606.

A. Call to Order: The meeting called to order at 7:05pm by Bob Lamothe

B. Attendance: In attendance were Director Amanda Reynolds Cooper; Assistant Director Stacy Mazur; Chair Bob Lamothe; Trustees Chris Hendry, Vice Chair Liz Keroack, Secretary Theresa Evans and alternate Sheila Ewell voting for absent Brian Abasciano.

C. Officer's Report

- a) Secretary – Approved minutes from 7/20/20: A motion was made by Liz and seconded by Chris to approve minutes. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, abstain. The motion passed.
- b) Chairperson – Goodbye letter from Bookkeeper Barbara Grimaldi, read by Amanda Cooper. The Chair alerted the Board via email that the Director could provisionally hire a new bookkeeper, at cost, until the Board was able to approve the contract at a regular meeting. No motion or vote was necessary.
- c) Treasurer-- The bank account monthly balance was read by the Director. The investment statements had not arrived by the time of the meeting.

D. Reports

- a) Director- Amanda's report and the monthly financials were received and discussed.
- b) Monthly Spending--The report for July were reviewed and updated verbally by Director.
- c) Assistant Director / Teen Services – No report to review.
- d) Public Services-- The report was reviewed.
- e) Children's Services-- The report was reviewed.
- f) Technical Services-- The report was reviewed.

E. Old Business

- 1) Building:
 - a) Coronavirus response

- (i) Mask requirement--Theresa motions to keep mask policy as currently stated and seconded by Chris. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.
 - (ii) Library maximum occupancy- Theresa motions to continue max occupancy 16 upstairs/8 downstairs with flexibility being granted to Director/Assistant Director to adjust numbers based on needs. Chris seconded motion. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.
- b) Approve spending for roof repairs- Liz motioned to add \$4,000 to the \$8,000 for funding so that Director can move forward with hiring of contractor for this project without requiring Board vote prior to work commencing. Chris seconded the motion. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.

2) Personnel: Director's Evaluation:

Motion by Liz and second by Theresa to go into non-public. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.

Motion to leave non-public session by Liz and second by Theresa. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.

The Director evaluation was shared with her and placed in her file.

3) Policy: Social Media Reviewed- A Motion to accept as amended was made by Liz and seconded by Chris. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.

4) Finance: 2021 Budget Request Motion made by Liz and seconded by Sheila to approve budget. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.

5)Other: Review of Meeting Protocols including Roberts Rules of Order—Each board member to review cheat sheet and come back with questions.

F. New Business

- a) Building
 - (i) Approve hours of patronage—Motion made by Chris and seconded by Liz to give Director, Amanda, discretion to allow patrons to enter building during the COVID pandemic at the service hours she deems reasonable. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.
- b) Personnel: Bookkeeper contract- Patti's Bookkeeping Service \$30/H and \$30 for travel expenses per month. A motion was made by Theresa and seconded by Chris. Voting: Hendy, yes; Keroack, yes; Evans, yes; Ewell, yes; Lamothe, yes. All in favor.
- c) Policy: Need for Pandemic Policy-- Discussion about need for Pandemic Policy and Director feels that at this time it is not needed.
- d) Other: Virtual meeting best practices: With each meeting it is best practice to review our roles, names, agenda, and minimizing lag time. A recommendation was made to reiterate motions for clarification.

G. Summary of Decisions Made

- Minutes from 7/20/20 approved
- Motion approved to add \$4,000 to the existing \$8,000 towards roof project.
- Motions made to maintain current mask and building capacity decisions

- Motions to go into Non-public session to review Director's evaluation and subsequent motion to return to public
- A motion was made to approve Social media policy with amended changes in wording.
- Approval of the 2021 Budget request.
- Motion to allow Director to determine patronage hours during covid reopening was approved.
- Patti Marshall was approved as new contractor for part time bookkeeper.

H. Next Meeting- September 16, 2020

I. Adjournment: A Motion was made by Liz and second Sheila to adjourn at 8:32PM with all in favor.