

**Library Memorial Library
Board of Trustees Meeting
October 21, 2020
7:00 PM
Minutes**

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: 845 3526 4556 and the passcode: 603656. If anybody has a problem, please call 603-772-6606.

A. Call to Order: The meeting called to order at 7:10 pm by Bob Lamothe.

B. Attendance: In attendance were Director Amanda Reynolds Cooper; Chair Bob Lamothe; Treasurer Chris Hendry; Vice Chair Liz Keroack; Trustee Brian Abasciano; and Alternate Sheila Ewell voting for absent, Theresa Evans.

C. Officer's Report

- a) Secretary: A couple of corrections to the minutes related to the consistent spelling of Chris' last name were suggested by Liz. A motion was made by Chris and seconded by Brian to approve the September minutes as revised. Voting: Hendry, yes; Keroack, yes; Lamothe, yes; Abasciano, yes; Ewell, yes. The motion passed.
- b) Chairperson: Nothing to report.
- c) Treasurer
 - i) Annual review of investment funds with JP Pontbriand, Salem Five: JP reviewed the status of funds year-to-date and noted that the balanced account was doing reasonably well, only slightly behind what would be expected in a non-pandemic year. In addition, he noted that online access to the account is available to the Board. Lastly, there will be a set management fee change for next year, which the Board needs to consider for future service.

D. Reports

- a) Director's Report: The report was reviewed.
- b) Monthly Spending: The report was reviewed.
- c) Assistant Director/Teen Services: The report was reviewed.
- 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

- a) Building: Coronavirus Response

- (i) **Mask Requirement:** Liz motioned to maintain the coronavirus response Mask Requirement as it currently stands and was seconded by Chris. Voting: Hendry, yes; Keroack, yes; Abasciano, yes; Lamothe, yes. All in favor.
- (ii) **Library Maximum Occupancy:** Chris motioned to maintain the coronavirus response Library Maximum Occupancy as it currently stands and was seconded by Brian. Voting: Hendy, yes; Keroack, yes; Abasciano, yes; Lamothe, yes. All in favor.

F. New Business

- a) **Credit Card Policy:** Town auditors have asked that the Library create a written policy to reflect best practices. Amanda introduced the policy, which will be considered at the next Board meeting.
- b) **Financial OnLine Access:** Amanda has volunteered to work with JP Pontbriand to be authorized to have READ ONLY access to the Salem Five accounts and to work with Treasurer Chris and Board Chair Bob to have access to the Trustees' Citizen's account to print out reports.

G. Donations

- a) **\$1,000.00 for BIPOC programming:** Brian moved to accept the donation and was seconded by Chris. Voting: Hendry, yes, Keroack, yes; Abasciano, yes, Lamothe, yes. All in favor.
- b) **\$400.00 for Read to Feed:** Liz moved to accept the donation and was seconded by Chris. Voting: Hendry, yes, Keroack, yes; Abasciano, yes; Lamothe, yes. All in favor.

H. Summary of Decisions Made

- Motion made to approve the Revised September Board Minutes
- Motion made to continue current Mask/Capacity Coronavirus policies
- Motions made to approve two donations

I. Next Meeting: November 18, 2020

J. Adjournment: A motion was made by Liz and seconded by Brian to adjourn the meeting at 8:10 pm. The vote was all in favor.