

**Lane Memorial Library  
Trustees Meeting Minutes  
December 20, 2017  
Study Room  
7:00PM**

**A. Call to Order:** The meeting was called to order at 7:06 PM.

**B. Attendance:** Director Amanda Reynolds Cooper, Asst. Director Stacy Mazur, Chair Bob Lamothe, Treasurer Diane Crow, Vice Chair Liz Kerouac, Trustee, Chris Hendry and Secretary Deb Knowlton.

**C. Officer's Reports**

- a) **Secretary:** A motion was made by Deb and seconded by Diane to approve the minutes of the November meeting. Motion passed, AIF.
- b) **Chairperson:** 2018 Trustee's meeting schedule was presented and discussed. Meetings will continue on the third Wednesday of the month at 7pm with the exception of September and November. In September the meeting is scheduled for the fourth Wednesday, 9/26/18. The date for November is still TBD.
- c) **Treasurer:** Diane shared the November Treasurer's Report and noted that we can now access the investment information online through Salem Five.

**D. Reports**

- a) The Director's Report: Amanda's report and financials were received and reviewed.
- b) The Asst. Director's report and those of Public Services, Children's Services, Teen Services and Tech Services were reviewed with appreciation.

**E. Old Business**

- a) **Building:**
  - i) Amanda reported that follow-up research into security cameras revealed that the archive service is significantly more expensive than first presented. More research to follow.
  - ii) The 2018 Window bids were received and reviewed by the Board as well as Dick Desrosiers in an advisory capacity. Only two bids were received but Trustees present agreed that a third was not needed. A motion was made by Liz and seconded by Chris to move forward with Bernier Corporation on the bid presented (see bid on file). Motion passed, AIF.
- b) **Other:** Strategic Plan: Stacy presented a power point summary of the decisions regarding the strategic plan for the library. The trustees expressed sincere gratitude for the work and potential programming plans that were outlined and ready to begin in 2018.

**F. New Business:**

- a) **Building:** A motion was made by Diane and seconded by Liz to approve the Holiday Schedule for 2018. Motion passed, AIF.
- b) **Finance:** A motion was made by Diane and seconded by Chris to encumber \$46,314 for 2018. The motion passed, AIF.

c) **Investment policy:** A motion was made by Liz and seconded by Bob to adopt the current investment policy for 2017. Motion passed, AIF.

**G. Friends of the Library Report** – The Friends report from Mary Lou Heran was reviewed with appreciation.

**H. Monthly Donations:** A motion was made by Diane and seconded by Chris to accept \$189 in monthly donations. Motion passed, AIF.

**I. Summary of Decisions:** Motions were made to accept the minutes; to approve the Bernier Corporation bid to add Children's Room windows; to approve the 2018 Holiday schedule: to encumber \$46,314 for 2018; to continue operating with the current investment policy; and to accept the monthly donations.

**J. Next Meeting:** January 17, 2018, at 7 PM.

**K. Adjournment** A motion was made by Liz and seconded by Chris to adjourn at 9 PM.