

**Lane Memorial Library
Trustees Meeting Minutes
September 18, 2019
Dearborn Redden Room
7:00PM**

A. Call to Order: The meeting was called to order at 7:09PM.

B. Attendance: Director Amanda Reynolds Cooper, Chair, Bob Lamothe, Treasurer, Chris Hendry, Alternate Sheila Ewell voting for absent Liz Keroack, Trustee, Deb Knowlton and guest, Lee Clifford

C. Officer's Reports

- a) **Secretary:** A motion was made by Chris and seconded by Sheila to approve the minutes of the July and August meetings. Motion passed, AIF.
- b) **Chairperson:** No report
- c) **Treasurer:** Chris offered the reports for both July and August and reported that he believes he is signator on all accounts.

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 and Asst. Director Reports were also reviewed.
- c.) Lee Clifford asked follow-up questions about the ransomware attack on the library.

E. Old Business

- a) None

F. New Business:

- a) **Financial:** It was agreed that Amanda would prepare a draft of a 2020Warrant article that would request financial support for a new phone system in the library.
- b.) **Personnel:**
 - (i) Trustees tabled vote on approval of a retirement gift certificate until we can determine which fund should cover the expense.
 - (ii) **Staff:** Discussion of status and compensation: It was moved by Sheila and seconded by Chris to move into nonpublic session at 8:14PM. Motion approved AIF. During the nonpublic session it was moved by Chris and seconded by Sheila to offer a 2.5% raise to 6 full-time and a 2% raise to 2 part-time employees. Motion passed, AIF. It was moved by Sheila and seconded by Chris to seal for one year the non-public conversation re: staff. Motion passed, AIF. It was moved by Sheila and seconded by Chris to leave nonpublic session at 8:28PM. Motion passed, AIF
- c) **Other:** Bob moved, and Chris seconded a motion to recommend Theresa Evans to the Board of Select people to fill the vacant Trustee seat left by Jay. Motion passed, AIF.

G. No Friends Report.

H. Acceptance of Donations: Chris moved, and Sheila seconded a motion to accept \$388.50 unrestricted donations from July and \$700 for Teen and Children's furniture. Motion passed, AIF.

I. Summary of Decisions: The Board of Trustees voted to accept the minutes of the July & August meetings, to offer raises to 8 employees (full and part-time); to seal the minutes of the non-public session for one year; to go in and out of non-public session; to recommend Theresa Evans as replacement Trustee; to accept the unrestricted donations of \$388.50 and \$700 for teen and children's furniture.

J. Next meeting: The next meeting will be October 16, 2019 at 7PM.

K. Adjournment: Chris moved, and Sheila seconded a motion to adjourn at 8:31PM.