

**Library Memorial Library
Board of Trustees Meeting
January 20, 2021
7:00 PM
Minutes**

Electronic Meeting by teleconference

As Vice 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: 867 6493 6257 and the passcode: 770498. If anybody has a problem, please call 603-772-6606.

A. Call to Order The meeting was called to order by Vice Chair Liz Keroack at 7:04PM.

B. Attendance In attendance were Library Director Amanda Reynolds Cooper; Vice Chair Liz Keroack; Treasurer Chris Hendry; Secretary Theresa Evans, Trustee Brian Abasciano and Alternate Sheila Ewell voting in the absence of Bob Lamothe. Nichole Duggan guest.

C. Officer's Report

- a) Secretary: Approved minutes from 12/16/20 A motion was made by Liz Keroack and seconded by Brian Abasciano to approve minutes. The motion passed with all in favor.
- b) Chairperson: No report this month
- c) Treasurer: The monthly report was reviewed. Quarterly report of Trust funds will be shared at the next month's meeting.

D. Reports

- a) Director Report: Amanda Reynolds Cooper's report and the monthly financials were received and discussed.
- 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) Public service: Discussion regarding opening the library back to public. Reviewed current COVID numbers, vaccines wave updates and staff thoughts. Motion made by Liz Keroack to continue curbside only and not open library access until the Board meets again next month 2/17/21. The motion was seconded by Chris Hendry and with all in favor, motion carries.
 - (ii) Library maximum occupancy-deferred
- b) Financial: Online access: A plan was devised for Chris to gain online access and share monthly statements with Amanda
- c) Other: Theresa Evans motions and Brian Abasciano seconds the motion to allow Amanda Reynolds Cooper to sign for the Wasylean Gift.

F. New Business

- a) **Policy:** Collection Development; Yearbook Acquisition and Circulation. A motion was made by Chris Hendry and seconded by Brian Abasciano to amend the policy to reflect protective wording regarding current Yearbooks that contain names and pictures of minors. All in favor.
- b) **Financial:** Transfer of donations from July-Dec 2020 \$625 A motion was made by Theresa Evans and seconded by Sheila Ewell for transfer of donations with all in favor.
- c) **Building:** UNH Recreation Needs Assessment Study was shared with the Board as the Hampton Recreation Department and Lane Library look towards future collaboration projects.
- d) **Other:** Reviewed policy regarding concern when a Trustee does not attend several meetings in a row, nor notifies Chair of absence.

G. Friends Report Verbally read by Director. Several updates made by the group since Sept 2020, which was the start of their fiscal year. Liz Keroack has requested a copy of the letter be included for documentation in minutes, below.

H. Acceptance of Donations \$825 (\$625 from public and \$200 from Friends) A motion was made by Brian Abasciano and seconded by Chris Hendry to accept the \$825. The motion was passed with all in favor.

I. Summary of Decisions Made

- Minutes approved
- Motion made and carried extending current closure of library access to public while curbside pick-up remains in place.
- Motion made and carried allowing Director to sign for the Wasylean Gift
- Motion made and carried adding addition of protective wording to Collection Policy as it pertains to current Yearbooks.
- Motion made and carried to transfer donations in amount of \$625
- Acceptance of donations in the amount of \$825

J. Next Meeting- February 17, 2021

K. Adjournment Chris Hendry moves to adjourn second Theresa Evans 8:10pm with all in favor motion carries.

Friends of the Lane Memorial Library Update for Trustees

The board has been meeting through Zoom the last few months. Thanks to Amanda, the library has been hosting the meetings to allow for a more robust network connection than we had previously from our homes. Like the rest of the world, we are limited in our activities due to covid-19 and are anxious to get back to more!

I'm not sure where I left off with these Friends updates, so I thought it best to highlight activities since the start of our fiscal year in September.

January Decisions:

Mary Twomey Memorial Fund- \$145 in donations have been received to date for the Friends. The Friends traditionally donated a book in memory of a deceased Board member, as well. Patt suggested that a book about New England sports be purchased for the library, as Mary had been a huge Patriots fan. There was further discussion about also buying a plant/bush to add to the library's landscape in her memory. Board will investigate these ideas further before committing to final memorial.

Valentine Tea and Terrarium Kits – Wendi received a spending request from Wendy Rega to fund Terrarium Kits: 10 kits for Teens and 30 kits for adults at a total cost between \$160 - \$200. Wendi made motion to fund the terrarium kits up to \$200. Mary seconded. All in favor.

Wendi announced that she would like to do a virtual Valentine Tea this year on 2/13/21. She would create bags for registered participants to pick up; these bags would include a book, craft and hot chocolate/tea mix. Paulina would do a zoom story time. The event would be limited to 40 participants and Wendi felt she would be able to put on this event well below the usual \$300 budgeted for the Tea. Board agreed that a virtual Tea would be a wonderful idea.

Teen Gift Card Update - 14 teens have participated in doing a book review to receive a gift card. Wendi will investigate whether the school has sent the information out to their students, which might encourage more teens taking part in this program. (The Board agreed to fund up to \$1,000 on this program at a previous meeting.)

Previous Decisions and Donations or Funding of Note:

The Friends should receive \$265 from the Network For Good for donations to the Facebook Giving Day fundraiser.

Friends also received a \$1,000 donation from Experience Hampton.

We were notified that we will be a charitable sponsor of 2021 dates at The Brook gaming casino but do not have any additional information.

The Board approved a request to cover the expense of clearing the landscaping on the building (\$800 paid.).

The Board agreed to continue to support local museums even with limited openings by renewing our purchase of library passes as they come due (Strawbery Bank and the Currier Museum most recently).

We had several discussions regarding the cancelled book sales and possible uses of books that were previously donated. We did agree to give a quantity of children's books needed to augment a library program but declined further donations/sales to outside programs because of limited library access. With fingers crossed we penciled in dates for a spring and fall sale!

We renewed our membership in the Chamber of Commerce.

Mary Lou Heran

President