

**Library Memorial Library
Board of Trustees Meeting
March 16, 2022
6:00 PM
Minutes**

A. Call to Order The meeting was called to order by Chairperson Brian Abasciano at 6:07 pm.

B. Attendance: In attendance were Chair Brian; Vice-chair Theresa Evans, Treasurer Chris Hendry, Secretary Kimberly Olson, Director Amanda Reynolds Cooper.

C. Officer's Report

- a) Secretary- Minutes from 02/16/22: Approved February 16, 2022 minutes with a motion made by Chris and seconded by Theresa. The motion passed with all in favor.
- b) Chairperson Brian had no specific report.
- c) The treasurer's report was reviewed.

D. Reports

- a) Director Amanda Reynolds Cooper's report and the monthly financials were received and discussed.
- b) Monthly Spending: The report was reviewed.
- c) Patron Services: The report was reviewed.
- d) Bibliographic Services: The report was reviewed.
- e) Systems: The report was reviewed.

E. Old Business

- a) COVID Response:
 - (i) Children's Room capacity
 - (ii) Wheaton J. Lane Room capacityChris made a motion to return capacity limits to pre-COVID limits for the Children's Room and the Lane Room. Theresa seconded the motion. The motion passed with all in favor.
 - (iii) Mask requirements during indoor events: Theresa made a motion and Chris seconded to amend the masking policy during meetings to agree with the building-wide mask policy. The motion passed with all in favor.
- b) Staff – Library Director Evaluation: Amanda provided a 6-month self-evaluation for the Board.

F. New Business

- a) Building: Approval of pavilion rental for 2022 season: Kim made a motion to approve the pavilion rental for the 2022 season. Theresa seconded the motion, which passed unanimously.
- b) Financial
 - i) Approval of \$11,616 contribution for pavilion rental: Theresa made a motion to approve the Friends of the Library contribution of \$11,616.00 for the pavilion. The motion was seconded by Chris. The motion passed unanimously.
 - ii) Expenditure request for additional website work: Brian made a motion to approve the expenditure request, reallocating funds from the existing budget, for additional website work. Chris seconded the motion, which passed with all in favor.
- c) Other
 - (i) Election of Board Officers: The Board positions will remain the same. Brian made a motion to maintain the Board positions and committee assignments as they are now. Theresa seconded the motion, which passed unanimously.
 - (ii) Committee Appointments: Committee appointments will remain the same.
 - (iii) 2022 Alternates: Brian made a motion and Theresa seconded to recommend Lynn Cutting as an Alternate on the Board of Trustees to the Selectmen. The motion passed with all in favor.

G. Friends Report

The Friends of the Lane Memorial Library held a Zoom Meeting March 9 to accommodate out-of-town members. Membership renewals remain down with approx. \$75 received. We did renew our Domain name (\$17.99) and made a vendor payment (\$1145) for refurbishing/painting the outdoor sign. With the changes on the library's hours, our own activities are picking up. We voted to:

- Provide a choice of \$20 appreciation gift cards to library staff for National Library Week
- Hold a limited Book and Media Sale in June (details to follow)

- Fund the library's rental of a summer tent at \$11,616 (vendor estimate)

We discussed the results of the Zoom Valentine Tea. Participation was down, but that is likely due to the switch to more in-person activities and Zoom fatigue. Fingers crossed we will be back "live" next year.

We also discussed the hiring of entertainment as part of the "requirements" The Brook has suggested for holding an event during our charity week in October. We expect to receive additional information from The Brook in April and with that we should be able to finalize our own plans.

Mary Lou Heran

H. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to remove restrictions for capacity in two rooms.
- ~Motion passed to amend the masking policy.
- ~Motion passed to approve the summer tent.
- ~Motion passed to accept the Friends contribution for the tent.
- ~Motion passed to approve the expenditure for website work.
- ~Motion passed to maintain the Board positions.
- ~Motion passed to recommend an Alternate to the Selectmen.
- ~Motion passed to adjourn.

H. Next Meeting- April 20, 2022, 6pm.

I. Adjournment: A motion to adjourn was made by Theresa and seconded by Brian at 7:06 pm, with all in favor.