

**Library Memorial Library
Board of Trustees Meeting
March 17, 2021
7:00 PM
Minutes**

Electronic Meeting by teleconference

As Secretary 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: 842 5290 2722 and the passcode: 785353. If anybody has a problem, please call 603-772-6606.

A. Call to Order The meeting was called to order by Secretary Theresa Evans at 7:05PM.

B. Attendance In attendance were Library Director Amanda Reynolds Cooper; Treasurer Chris Hendry; Secretary Theresa Evans; Trustee Brian Abasciano, Trustee Kim Olson and Alternate Sheila Ewell voting in the absence of Bob Lamothe.

C. Officer's Report

- a) Secretary: Approved minutes from February 17th, 2021 with a motion made by Chris Hendry and seconded by Brian Abasciano. The motion passed with all in favor.
- b) Chairperson: No report.
- c) Treasurer: The monthly 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) 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. Acceptance of donations

Genevieve Powers bequest \$2,500. A motion was made Brian Abasciano and seconded by Kim Olson to accept the gift of \$2,500 from the estate of Genevieve Powers. Motion passed with all in favor.

F. Old Business

a) Building: Coronavirus response

- (i) Library maximum occupancy: Motion was made Chris Hendry and seconded by Sheila Ewell to keep current occupancy numbers for patrons as they stand (16 upstairs and 8 downstairs) until such time that the Board or Librarian Director feels it must be addressed. The motion passed with all in favor.

G. New Business

a) Board administration

- (i) Election of Officers: A motion was made by Chris Hendry and seconded by Shelia Ewell to elect to the office of Chairperson Brian Abasciano, Vice Chairperson Theresa Evans, Secretary Kim Olson and Treasurer Chris Hendry. All in favor, none opposed. Brian will plan to reach out to Bob Lamothe to determine his intentions regarding remaining a Trustee.
- (ii) Appointments to Committee: A motion was made by Brian Abasciano to appoint to the Personnel Committee Brian Abasciano and Kim Olson and to Building Committee Chris Hendry and Theresa Evans. The motion passed with all in favor.
- (iii) Recommendation of Alternates. Theresa Evans will reach out to Karen Ragle who ran during the Town Election, to see if she may have interest in being an Alternate.

b) Financial

- (i) Budget adjustments: Amanda has requested moving funding from 2020 carryforward to several underfunded budget lines: insurance line to cover increased cost of policy, repairs, Overdrive audiobooks, and internet service. A motion was made by Chris Hendy and seconded by Kim Olson with all in favor.
- (ii) Spending request to reupholster 8 chairs: Amanda has asked to have the 8 current chairs be reupholstered by original company of purchase at cost of \$2,462 with the use of Genevieve Powers gift. Kim Olson motioned and Brian Abasciano seconded with all in favor.
- (iii) Spending request to rent event tent: Amanda has requested approval of the renting an event tent for Summer 2021 for 7 weeks using the Wasylean bequest, spending up to the total of gift; \$10,000. A motion was made by Chris Hendry and seconded by Kim Olson with all in favor.

- c) Staff – Director’s evaluation- Amanda is due for annual evaluation. Board will review current tools and discuss most appropriate evaluation tool at next month’s meeting.
- d) Other – Library cards for Hampton Area Chamber of Commerce members: Brian Abasciano makes a motion to extend the offering of library cards to Hampton Area Chamber of Commerce members that are not businesses within the town of Hampton. Chris Hendry seconded, and all were in favor.

H. Friends Report:

Votes: Only one action item was voted on. The Board agreed to continue the tradition of thanking the staff during Library Week next month. In lieu of a shared food gift, we will offer the staff their choice of four \$20 gift certificates to area food companies. Anticipated cost \$280.

Treasurer’s Report: A fairly quiet month for income and expenses. It was noted that the membership pass invoice for the Museum of Art had come in and will be paid.

Membership Report: Of concern was the fact that the annual membership renewals for 2020 fell by half to approx. 95 members, likely due to the library’s closing and the lack of Friends activities. We will be reworking our renewal letter to highlight upcoming activities and do a mass mailing to members from the last 3 years shortly.

Old Business:

-Yet to be resolved is the gift to memorialize Mary Twomey’s contribution to the Friends organization. Brought up in previous discussions was the unfinished or unworkable emergency exit from the Children’s room. Amanda will be meeting with a contractor on this issue.

-Forty children took part in the Virtual Valentine Tea. Kudos to Wendi Lewis for doing this every year!

New Business:

Two new item requests for Friends’ funding were brought forward.

-One was for updating existing chairs and purchasing new chairs with a potential cost of approx. \$15,000.

-The second request, still to be outlined in greater detail, was for possibly purchasing and distributing books to area school children at the end of the semester. There was a potential cost of \$900 or more per school, with the number of schools yet to be determined.

-Both items raised considerable discussion and the need for further information.

Mary Lou Heran, President Friends of the Library

Summary of Decisions Made

- Minutes approved.
- Motion made to accept gift from the estate of Genevieve Powers.
- Motion made to keep current occupancy numbers with plan to readdress as necessary in future.
- Motion made to name Trustees to Office positions.
- Motion made to appoint Trustees to Committees.
- Motion made to make specific budget adjustments.
- Motion made to use the Genevieve Powers gift towards the reupholstery project.
- Motion made to use the Wasylean gift to rent an Event Tent for Summer 2021
- Motion made to extend access to Library Cards to Hampton Area Chamber of Commerce Members
- Motion approved for adjournment

I. Next Meeting: April 21, 2021

J. Adjournment: A motion was made to adjourn by Chris Hendry and seconded by Sheila Ewell at 8:57PM with all in favor.