

**Library Memorial Library
Board of Trustees Meeting
April 21, 2021
7:00 PM
Minutes**

Electronic Meeting by teleconference

As 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 **646-558-8656** and using the meeting ID: **792 2357 0983** and the passcode: **794248**. If anybody has a problem, please call **603-772-6606**.

- A. Call to Order** The meeting was called to order by Chair Brian Abasciano at 7:03 pm.
- B. Attendance** In attendance were Library Director Amanda Reynolds Cooper; Chair Brian Abasciano; Vice Chair Theresa Evans; Treasurer Chris Hendry; Secretary Kim Olson; Alternate Sheila Ewell voting for absent Bob Lamothe, Dean Merrill, guest.
- C. Acceptance of donations**
Dean Merrill / Tobey and Merrill Insurance \$1,000 to assist with tent rental
Accepted donation with a motion made by Chris and seconded by Theresa. The motion passed with all in favor.
- D. Officer's Report**
Secretary: Minutes from 3/17/21: Approved minutes with a motion made by Theresa and seconded by Chris. The motion passed with all in favor.

Chairperson: Brian reported on the past Chairperson's standing and the continued need to transition Brian to the bank accounts. Brian reports that we have received Robert Lamothe's resignation via email, which Brian read out in the meeting. That email follows below:

On 4/5/2021 5:03 PM, Robert Lamothe wrote:

Brian,

I made my resignation to Liz, I think that's sufficient. In the 10 years I was on the board I never saw anyone submit in writing.

Why is it necessary for me to be present to remove me from the accounts? No previous chairman went with me when I went to sign the documents, why are things changing now?

Regards -Bob

Brian will move quickly through the department reports each month unless more time is requested by the board.

Treasurer: The monthly report was reviewed. Trustees of the Trust Fund shared the latest reports today.

E. Reports

Director: Amanda Reynolds Cooper's report was received and discussed.

Monthly Spending: The report was reviewed.

Assistant Director / Teen Services The report was reviewed.

Public Services The report was reviewed.

Children's Services The report was reviewed.

Technical Services The report was reviewed.

F. Old Business

a) Building

a) Coronavirus response: Mask requirement: Theresa made a motion to require patrons and staff to continue to wear masks at indoor and outdoor library facilities and programs. Chris seconded the motion. The motion passed unanimously.

b) Strategic Plan update: Amanda reviewed adjustments to the strategic plan and gave an overview of the consultants she has researched, process, fees and hopeful next steps. She would like to invite Scott Campbell to the May meeting.

b) Financial – 2021 Encumbrance update: Amanda has requested encumbering \$18,098 for web site design and redevelopment, maintenance and updates and \$2,500.00 for landscaping weed suppression and new plants.

Theresa made a motion to use the encumbrance of \$18,098 for web development, and \$2,500.00 for Landscaping. Sheila seconded the motion with all in favor.

c) Staff – Director's evaluation; Discussion on simplifying the language Exceeds, Meets, Does not meet expectations/Needs Improvement and N.A. (not applicable). It was decided to leave the evaluation language as is for now. Amanda received her evaluation from August 2020. Her 2021 evaluation will be given in August, but the board will return next year (2022) to delivering the director's evaluation in March/April.

d) Other - none.

G. New Business

a) Board administration

i) Board vacancy - Robert Lamothe. Trustee suggestion to the Board of Selectmen is Alternate Sheila Ewell (through March of 2022). Brian motioned and Theresa seconded to recommend Sheila Ewell to the Board of Selectmen to be a Library Trustee. The motion passed unanimously.

ii) Recommendation of Alternates: Theresa motioned, and Chris seconded that Lynn Cutting be suggested to the Board of Selectmen as an alternate on the Board of Trustees with all in favor.

iii) Board meeting day and time-future discussion about a change of day and time.

iv) Bylaws – resignations. Brian asked to table this item for a future meeting date.

b) Policy – Library General Policies, Trustee duties throughout. Brian asked to table this item for a future meeting date.

c) Other – none

H. Friends Report

Amanda shared the Friends of the Library Report:

Votes: We confirmed the Twomey memorial gift (see below).

Treasurer's Report: The group renewed the library pass for the Museum of Fine Arts (\$475.00) and continued the tradition of giving the staff a token gift during National Library Week. Because of covid, individual gift cards were offered in lieu of one major gift. (\$280.00). Membership income continues to lag but is anticipated to pick up once the library is fully open.

Old Business:

Mary Twomey Memorial Gift – Board revisited ideas for Mary Twomey's memorial. A list of possible books relating to Boston sports was presented, which had been the original idea for memorial. Board agreed to move forward on purchasing book(s) up to \$270; Amanda will select titles which would enhance the library's catalog.

Gaming – Our application has been submitted to the State.

New Business:

Outdoor Signage – Amanda told board that she was withdrawing the library's request for new chairs and the recovering of old chairs, as the library received a large bequest, and will use that money towards upgrading chairs. Additionally, the library has alternative solution to the Children's Room emergency exit egress and will not seek any funding for that issue. Lastly, the preliminary request regarding purchasing books for SAU 90 students will not be going forward as the schools have their own source of support regarding access to reading material.

Amanda had talked to several signage companies in the past month and felt that the company E Ink offered the best product. She did not have an exact quote as yet, but a budgetary price of \$20,000, which included installation, and physical update of the current sign. The board is in general agreement to support this initiative awaiting final price tag and information presented to board by May meeting.

Reading Garden – the idea of setting aside an outside area as a location for all our memorial gifts was presented and discussed. Further information and discussion will continue.

Mary Lou Heran, President

I. Summary of Decisions Made

- Minutes approved
- Motion passed to accept gift from Tobey/Merrill Insurance
- Motion passed to require patrons and staff to continue to wear masks at indoor and outdoor library facilities and programs.
- Motion passed to use the encumbrance of \$18,098 for web development, and \$2,500.00 for landscaping.
- Motion passed to recommend Sheila Ewell to the Board of Selectmen to fill the open Library Trustee position.
- Motion passed to recommend Lynn Cutting to the Board of Selectmen as an alternate on the Board of Trustees.
- Motion approved for adjournment

J. Next Meeting- May 19, 2021 at 7 pm.

K. Adjournment A motion to adjourn was made by Theresa and seconded by Chris at 8:38 pm with all in favor.