

**Lane Memorial Library
Board of Trustees Meeting
June 16, 2021
7:00 PM
Minutes**

- A. Call to Order:** The meeting was called to order by Chair Brian Abasciano at 7:02 pm.
- B. Attendance:** In attendance were Library Director Amanda Reynolds Cooper; Chair Brian Abasciano; Vice Chair Theresa Evans; Secretary Kimberly Olson; Trustee Sheila Ewell, Alternate Lynn Cutting voting for absent Trustee Chris Hendry.

C. Officer's Report

Secretary - Minutes from 5/19/21: Approved minutes with a motion made by Theresa and seconded by Sheila. The motion passed with all in favor.

Chairperson: Brian reported concerning Salem Five contract renewal, he noticed an error and will be signing a new document.

Treasurer: The monthly report was reviewed.

D. Reports

Director: Amanda Reynolds Cooper's report and the monthly financials were received and discussed.

Monthly Spending: The reports 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.

E. Old Business

a) Building

(i) Coronavirus response:

(1) Mask requirement: Brian made a motion, and Theresa seconded, to approve the guidelines of indoor mask requirements detailed in Amanda's report (a "mask optional" policy indoors, and "masks not required" outdoors.) with the addition that it will be on the honor system.

(2) Building capacity: Theresa made a motion, and Kim seconded, to remove the capacity limit upstairs and increase the number of patrons downstairs to 12.

(3) Unattended Minors Policy: Brian made a motion, and Lynn seconded, to amend the unattended minor policy that children 11 years and younger be accompanied by an adult guardian, while 12 year olds and above would be welcome to browse our collections unattended as of Monday

- July 12.
- (ii) Strategic Plan update: D. Scott Campbell, Library consultant
Kim made a motion, and Theresa seconded, to contract Library consultant, D. Scott Campbell based on his proposal bullet points I. Market Research and II. Deliverables and designate the fee money to come from our Citizens Money Market Account.
 - b) Board administration
 - (i) Board meeting day and time: Theresa moved and Lynn seconded to change our meeting time from 7:00 to 6:00 pm on the third Wednesday of the month.
 - (ii) Bylaws – resignations: Brian made a motion, and Theresa seconded, to add to the bylaws of the Board of trustees under article three a third section that will read:
“Section 3. In the event that a Trustee or Alternate chooses not to complete their term of office they shall resign their position in writing, deliverable to the Board.”
 - c) Policy – Library General Policies, Trustee duties throughout - Brian tabled until next month.
 - d) Staff – Director’s evaluation: a decision was made to talk together in a non-public session about the evaluation in August and deliver it in September.

G. Summary of Decisions Made

Minutes approved.

Motion passed to approve the guidelines of indoor mask requirements detailed in the Director’s report

Motion passed to remove the capacity limit upstairs and increase the number of patrons downstairs to 12.

Motion passed to change the unattended minors policy effective July 12, 2021.

Motion passed to contract Library consultant, D. Scott Campbell.

Motion passed to change our meeting time from 7:00 to 6:00 pm on the third Wednesday of the month.

Motion passed to add to the bylaws of the board of trustees under the article three.

Decision made to meet together in a non-public session about the director’s evaluation at the August meeting and deliver in September.

Motion was approved for adjournment

H. Next Meeting: July 21, 2021 at 6 pm

I. Adjournment: A motion to adjourn was made by Sheila and seconded by Brian at 8: 20 pm with all in favor.