

**Library Memorial Library
Board of Trustees Meeting
September 15, 2021
6:00 PM
Minutes**

- A. Call to Order** The meeting was called to order by Chairperson, Brian Abasciano at 6:11 pm.
- B. Attendance:** In attendance were Chair Brian Abasciano, Vice Chair Theresa Evans; Treasurer Chris Hendry; Secretary Kimberly Olson; Alternate Lynn Cutting, Trustee Sheila Ewell, Assistant Director Stacy Mazur.
- C. Officer's Report**
- a) Secretary - Minutes from 7/21/21: Approved July minutes and August meeting non-meeting notice with a motion made by Theresa and seconded by Chris. The motion passed with all in favor.
 - b) Chairperson Brian reported on a patron perspective.
 - c) Treasurer Chris reviewed the monthly report.
- 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. Old Business**
- a) Staff – Director's evaluation (Non-public session as needed per RSA 91-A:3, II a)
 - (i) Non-public session as needed per RSA 91-A:3, II a: Kim made a motion and Theresa seconded to go into non-public session (to discuss personnel) at 6:35 pm. The motion passed unanimously. A motion was made by Kim to seal the non-public minutes, seconded by Sheila, and unanimously passed. A motion to go back to public session was made by Theresa and seconded by Sheila at 7:24 pm. The motion passed unanimously.
 - b) Policy – Library General Policies, Trustee duties throughout - **tabled until next meeting.**
 - c) Finance
 - (i) Warrant article for Fire Alarm Panel replacement: Chris made a motion and Sheila seconded to adopt the warrant article as written below. The motion passed unanimously.

“Shall the Town of Hampton vote to raise and appropriate the sum of \$14,500 for the purpose of making the following improvements to the Lane Memorial Library: replace existing 37-year-old fire alarm panel. This shall be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until this article is completed or by March 31, 2023, whichever is sooner? (Majority vote required)”
 - (ii) Web developer for Collaborative Community Center site: Theresa made a motion and Chris seconded to commit Trustee Citizens Money Market Account funds up to the amount of \$11,340.00 to web development based on the Director's final decision. The motion passed unanimously.
 - (iii) Town held Trust; suspend annual income distributions: Brian made a motion and Chris seconded that Library trustees notify the Trustees of Trust Funds that they would like to suspend the annual income distributions until further notice. The motion passed unanimously.
- Staff
- d) Staff
 - (i) Anniversary award for Paulina Shadowens
Non-public session as needed per RSA 91-A:3, II a
 - (ii) Ratification of Personal Committee hire; Joan Maloney

Theresa motioned and Chris seconded to go into non-public session (to discuss personnel) at 7:39 pm. The motion passed unanimously. A motion was made by Kim to seal the non-public minutes, seconded by Sheila and unanimously passed. A motion to go back to public session was made by Theresa and seconded by Sheila at 7:49 pm. The motion passed unanimously.

e) Building – COVID-19 Response

(i) Opening meeting room - **tabled until next meeting.**

(ii) Mask Mandate- Theresa made a motion and Sheila seconded to change the signage mask mandate wording to suggest “vaccinated and unvaccinated are recommended to wear a mask indoors”. The motion passed unanimously.

f) Other - none.

F. New Business

a) Other: Recognizing the holiday Indigenous Peoples’ Day - **tabled until next meeting.**

G. Summary of Decisions Made

~Minutes and non-meeting notice approved

~Motion passed to adopt the Fire Alarm Panel warrant article.

~Motion passed to allocate funds for a web developer.

~Motion passed to suspend annual income distributions of trust.

~Motion passed to change the mask mandate.

H. Next Meeting- October 20, 2021, @ 6:00 pm

I. Adjournment: A motion to adjourn was made by Brian and seconded by Chris at 7:55 pm with all in favor.