

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

A. Call to Order: The meeting was called to order by Chairperson Brian Abasciano at 6:02 p m.

B. Attendance: In attendance were Chair Brian; Vice-chair Theresa Evans, Treasurer Chris Hendry, Secretary Kimberly Olson, Alternate Lynn Cutting voting for absent Sheila Ewell, Director Amanda Reynolds Cooper.

C. Officer's Report

- a) Secretary-Minutes from 11/17/21: Approved November 17, 2021, minutes with a motion made by Theresa and seconded by Chris. The motion passed with all in favor.
- b) Chairperson Brian reported that he is continuing to work on setting up the new Salem Five investment account.
- c) The treasurer's report was reviewed.

D. Reports

- a) Director Amanda Reynolds Cooper's report was 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.

F. New Business

a) Financial-2022 Encumbrance: Theresa made a motion to encumber the estimated \$56,000.00 carryforward to satisfy the Department of Labor recommendation concerning deficiencies and any remaining balance going towards the south facing roof repair. Kim seconded the motion. The motion passed unanimously.

**Estimate decreased post-meeting to \$48,770 following further financial review*

b) Policy-Review of Collection Development Policy--The policy was reviewed and discussed for its comprehensive relevance.

c) Other

i) Board Meeting Schedule 2022: The schedule was reviewed.

ii) Library Holiday Schedule: Chris made a motion to accept the 2022 Library Holiday Schedule as presented. Theresa seconded the motion. The motion passed unanimously.

G. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to encumber funds for building maintenance.
- ~Motion passed to accept the Library Holiday Schedule.
- ~Motion passed to adjourn.

H. Next Meeting- January 19, 2022, 6 pm

I. Adjournment: A motion to adjourn was made by Theresa and seconded by Chris at 6:46 p m, with all in favor.