

**Lane Memorial Library
Board of Trustees Meeting
June 21, 2023
6:00 PM
Minutes**

A. Call to Order: The meeting was called to order by Theresa at 6:04 pm.

B. Attendance: In attendance were Chair Theresa Evans; Vice-chair Kimberly Olson, Secretary Laura Barclay, Trustee Sheila Ewell, Director Amanda Reynolds Cooper, and Alternate Andy Morse voting for absent Chris Hendry.

C. Review of Investments

- a) Guest J.P. Pontbriand, Salem Five Bank; Review of library investments – J.P. provided reports and written overviews of how library investments are performing.
- b) Review and approval of Investment Policy. The standing policy was reviewed, and Theresa made a motion to continue its use, unchanged, and Kim seconded it. The motion passed with all in favor.

D. Officer's Report

- a) Secretary – Minutes from 5/17/23 approved on a motion from Theresa and second by Kim. All in favor.
- b) Chairperson – No report
- c) Treasurer – The monthly report was reviewed.

E. Reports

- a) Director Amanda Reynolds Cooper's was reviewed.
- b) Monthly Financial Reports: 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. Old Business

- a) **Staff & Events**
 - (i) Non-public session per RSA 91-A:3 II. (a) as needed
 - (1) Hiring a New Marketing & Events Librarian
Laura made a motion to approve a higher maximum salary for the Marketing & Events Librarian position and Andy seconded it. The motion passed with all in favor.

G. New Business

- a) **Staff & Events**
 - (i) Ratification of promotion; D. Norton
Andy motioned to ratify the promotion of D. Norton to a permanent position and Kim seconded, it passed with all in favor.
 - (ii) Ratification of new hires; J. Dyes-Hopping and J. Hawkins
Sheila motioned to ratify the hiring of J. Dyes-Hopping to part-time summer assistant position and Andy seconded, it passed with all in favor.
Theresa motioned to ratify the hiring J. Hawkins to part-time substitute position and Andy seconded, it passed with all in favor.
- b) **Building & grounds** – Redesignate stairwell door as 'emergency exit'.

Kim motioned to redesignate a stairwell door to emergency exit only and Sheila seconded, it passed with all in favor.

- c) **Financial** – 2024 Draft budget request. Amanda presented the first draft of the 2024 budget request to the Town to fund the library. She will continue to refine, and the Board will discuss again in August.
- d) **Other** – Board meeting date for August: Teresa motioned to move the August meeting to August 23rd and Andy seconded, it passed with all in favor.

H. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to approve continued use of Investment Policy, unedited.
- ~Motion passed to approve higher maximum salary for Marketing & Events Librarian.
- ~Motion passed to ratify promotion of D. Norton to permanent position.
- ~Motion passed to ratify hiring J.Dyes-Hopping to part time summer hire.
- ~Motion passed to ratify hiring J. Hawkins to part-time substitute position.
- ~Motion passed to redesignate stairwell door to emergency exit.
- ~Motion passed to move the August meeting to the 23rd.

I. Next Meeting- August 23, 2023

- J. Adjournment:** A motion was made to adjourn by Laura and seconded by Andy at 8:22. The motion passed with all in favor.