

**Lane Memorial Library
Board of Trustees Meeting
May 17, 2023
6:00 PM
Minutes**

- A. Call to Order** The meeting was called to order by Kimberly Olson at 6:09 pm.
- B. Attendance:** In attendance were Vice-chair Kimberly Olson, Treasurer Chris Hendry, Secretary Laura Barclay, Trustee Sheila Ewell, Director Amanda Reynolds Cooper and Alternate Andy Morse voting for absent Chairperson, Theresa Evans.
- C. Officer's Report**
- a) Secretary - Approve Minutes from 04/19/23: Sheila made a motion and Chris seconded to approve the minutes from 4/19/2023. The motion passed with all in favor.
 - b) Chairperson There was no report.
 - c) The treasurer's report was reviewed.
- D. Reports**
- a) Director Amanda Reynolds Cooper's report was received and discussed.
 - b) Patron Services: The report was reviewed.
 - c) Bibliographic Services: The report was reviewed.
 - d) Systems: The report was reviewed.
- E. Old Business**
- a) **Policy:** review of "Request for reconsideration" and "Collection Development" policies with no changes needed.
- F. New Business**
- a) **Staff & Events**
 - (i) Resignation of Assistant Director/ Marketing & Events Librarian
 - (ii) Non-public session per RSA 91-A.3 II: Chris made a motion to go into non-public session at 6:41 pm. Kimberly seconded the motion which passed with all in favor.
 - (1) Promotion of new Assistant Director
 - (a) Salary negotiations
 - (2) Hiring a New Marketing & Events Librarian
 - (3) Hiring a New Collection Maintenance LibrarianKim made a motion to go back to public session and Sheila seconded the motion which passed unanimously.
Motion made by Sheila, seconded by Kim to seal the non-public session minutes until May 2028 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of the Board. All in favor.
- Building and Grounds:** Request for closure Saturday August 19th: A motion was made by Chris and seconded by Sheila to close the building on Saturday August 19th for migration of the library software. The motion passed unanimously.
- Financial** - QuickBooks Account purchase for trustees: Kim made a motion to purchase QuickBooks for an annual subscription cost, paid with Trustee funds. The motion was seconded by Laura and passed unanimously.

G. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to go into non-public session.
- ~Motion passed to come out of non-public session.
- ~Motion passed to seal the non-public session minutes.
- ~Motion passed to close the library on the 19th of August.
- ~Motion passed to purchase QuickBooks.
- ~Motion passed to adjourn.

H. Next Meeting-June 21st, 2023, 6pm.

- I. Adjournment:** A motion to adjourn was made by Laura and seconded by Chris at 7:19 pm. The motion passed, with all in favor.