

**Lane Memorial Library
Board of Trustees Meeting
December 20, 2023
Minutes**

A. Call to Order: The meeting was called to order by Kim at 6:13pm.

B. Attendance: In attendance were Vice Chair Kimberly Olson, Treasurer Christopher Hendry, Secretary Laura Barclay, Director Amanda Reynolds Cooper, Alternate Andy Morse voting for absent Theresa Evans. Also absent Sheila Ewell.

C. Officer's Reports

Secretary: The minutes were approved.

Chairperson: none

Treasurer: The report was reviewed.

D. Librarian's Reports

Director: The report was reviewed.

Monthly Financial: The report was reviewed.

Patron Services: The report was reviewed.

Bibliographic Services: The report was reviewed.

E. Old Business

None

F. New Business

a. Staff – Community Experience Librarian's resignation

Paulina Shadowens resignation was accepted with regrets. The hiring process will begin in the new year to find the future Community Experience Librarian.

b. Finance -

1. Approve going away gift: Chris motioned to approve going away gift of \$400 for Paulina from the Trustees account. Andy seconded the motion, and it passed with all in favor.

2. Encumber 2023 carry forward funds: Kim motioned to accept the encumbrance plan as presented by the Director. Chris seconded and it passed with all in favor.

c. Building and Grounds – Approve 2024 library holiday schedule:

Kim motioned to approve the 2024 holiday schedule. Laura seconded the motion, and it passed with all in favor.

d. Other – Approve 2024 Trustee meeting schedule:

Chris motioned to approve the 2024 trustee meeting schedule. Andy seconded the motion, and it passed with all in favor.

G. Acceptance of Donations

November donations, grants, contribution by the Friends etc. \$11,665:

Chris motioned to accept November donations. Kim seconded the motion, and it passed with all in favor.

H. Summary of Decisions Made:

Motion passed to approve minutes.

Motion passed to approve going away gift of \$400 for Paulina from the Trustees Account.

Motion passed to accept the encumbrance earmarks.

Motion passed to approve 2024 holiday schedule.

Motion passed to approve 2024 meeting schedule.

Motion passed to accept November donations.

Motion passed to adjourn.

I. Next Meeting- January 17, 2024

J. Adjournment: Chris motioned to adjourn at 6:46. Kim seconded the motion, and it passed with all in favor.