

**Lane Memorial Library
Board of Trustees Meeting
June 19, 2024
6:00 PM
Minutes**

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

B. Attendance: In attendance were Chair Kimberly Olson; Vice-chair Andy Morse, Treasurer Chris Hendry, Director Amanda Reynolds Cooper and guest, Mary Saunders. Absent was Secretary Laura Barclay.

C. Officer's Reports

- a) Secretary: Minutes from 05/15/24: Chris made a motion to accept the May minutes. Andy seconded the motion which passed with all in favor.
- b) Chairperson: Chairperson Kim had no specific report.
- c) Treasurer: The treasurer's report was reviewed.

D. Librarian's Reports

- a) Director: The report was reviewed.
- b) Monthly Financial: The report was reviewed.
- c) Patron Services: The report was reviewed.
- d) Bibliographic Services: The report was reviewed.
- e) Systems: The report was reviewed.

E. Old Business-None

F. New Business

- a) **Building and Grounds**
 - (i) Juneteenth holiday observance: Kim made a motion, and Chris seconded, to add Juneteenth to the Personnel Policies as a paid holiday with the first observance to occur in 2025. The motion passed unanimously.
 - (ii) Approving contractor for warrant funded repairs: Kim made a motion and Chris seconded to give Amanda the authority to award the warrant funded repair work to the contractor she determines is best suited for the work. The motion passed unanimously.
- b) **Staffing and Events** – Bookkeeper contract: Kim made a motion, seconded by Andy to give Amanda the authority to offer a contract to the bookkeeper applicant she determines is the best fit for the library's needs.
- c) **Financial** – 2025 Draft Budget Request reviewed in depth. Andy moved to approve the provisional budget pending final approval at the August Trustees meeting. Chris seconded the motion which passed unanimously.

G. Acceptance of Donations - \$4,976.47: Kim made a motion to accept May donations of \$4,976.47. Chris seconded the motion which passed with all in favor.

H. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to add Juneteenth to the Personnel Policies.
- ~Motion passed to give Amanda authority to contract a construction firm.
- ~Motion passed to give Amanda authority to contract a bookkeeper.
- ~Motion passed to approve the draft budget request.
- ~Motion passed to accept donations.
- ~Motion passed to adjourn.

I. Next Meeting- August 21, 2024 at 6:00 pm.

J. Adjournment: A motion to adjourn was made by Kim and seconded by Andy at 7:11 pm, with all in favor.

Respectively submitted by Chairperson, Kim Olson.