

**Lane Memorial Library
Board of Trustees Meeting
September 18, 2024
6:00 PM
Minutes**

- A. Call to Order:** The meeting was called to order at 6:06 pm by Chair Kimberly Olson.
- B. Attendance:** In attendance were Chair Kimberly Olson; Vice-chair Andy Morse, Secretary Laura Barclay, Treasurer Chris Hendry, Alternate Mary Saunders voting for absent Trustee, Director Amanda Reynolds Cooper, and guest Alan Barclay.
- C. Officer's Reports**
- a) Secretary: Mary motioned to accept the minutes for August of 2024. Andy seconded the motion which passed with all in favor.
 - b) Chairperson: NHLTA nomination was completed and submitted but unfortunately not awarded to our library.
 - c) Treasurer: The report was reviewed.
- D. Librarian's Reports**
- a) Director: The report was reviewed.
 - b) Monthly Financials: The report was reviewed.
 - c) Patron Services: The report was reviewed.
 - d) Bibliographic Services: The report was reviewed.
 - e) Systems: The report reviewed.
- E. Old Business**
- None
- F. New Business**
- a) Financial – Spending Limits Policy:
Kim motioned to amend the Spending Limits Policy to:
 - raise the Director's approval to \$1,000
 - spending range between \$1,000 to below \$50,000 to require three written quotes
 - \$50,000 and above to require a formal bidChris seconded the motion which passed with all in favor.
 - b) Building and Grounds – Request Policy Waiver to advance building repairs:
Kim motioned to waive The Spending Limits Policy regarding the repairs to be completed with warrant article funding to allow for one quote considering urgent need of repairs. Chris seconded the motion which passed with all in favor.
 - c) Other – Request to change October meeting date:
Andy motioned to change the October meeting date to October 23rd at 6 pm. Kim seconded the motion which passed with all in favor.

G. Acceptance of Donations –

Kim motioned to accept September donations of \$5,669. Mary seconded the motion which passed with all in favor.

H. Summary of Decisions Made

-Motion passed to approve minutes from August 2024 meeting.

-Motion passed to amend Spending Limits Policy to raise Director's approval to \$1,000, spending between \$1,000 to below \$50,000 to require three written quotes, \$50,000 and above to require bids.

-Motion passed to wave Spending Limits Policy regarding warrant article repairs to allow for one quote considering urgent need of repairs.

-Motion passed to change October meeting date to the 23rd.

-Motion passed to accept donations of \$5,669 for September.

-Motion passed to adjourn.

I. Next Meeting- 10/23/24 at 6 pm.

J. Adjournment: Kim motioned to adjourn at 6:48pm. Laura seconded the motion which passed with all in favor.