Lane Memorial Library
Board of Trustees Meeting
October 21, 2026
6:00 PM
Minutes

1. **Call to Order** The meeting was called to order by Chairperson Kim Olson at 6:01 pm.

2. **Attendance:** In attendance were Chair Kimberly Olson; Vice-chair Andy Morse, Treasurer Paul Higgins, Secretary Mary Saunders, Trustee Christy Slavik Hamilton, Director Amanda Reynolds Cooper, and Alternate Trustee Chris Hendry.

3. **Officer's Report**
    a. Secretary - Minutes from 9/16/26 were approved with a motion made by Kim Olson and seconded by Andy Morse. The motion passed with all in favor.
    b. Chairperson - nothing to report.
    c. Treasurer - report was reviewed.
    d. HUB Steering Committee - Christy Slavik Hamilton and Paul Higgins provided an update from the steering committee. They have invited a number of community members to join the steering committee and three have accepted so far. They need a board of 5 in order to form a 501(c)3. The nonprofit status of the steering committee is still in progress. They will use the library address as their mailing address once formed. Christy and Paul attended a recent NH Library Trustees regional meeting at the Mont Vernon library and brought back many great ideas for our future HUB project.
    e. Community News & Comments - nothing to report.

4. **Librarian's Reports**
    a. Director - report was reviewed.
    b. September Monthly Financials – reports were reviewed
    c. Patron Services - report was reviewed. Members of the board shared examples of how friendly and helpful the new staff members are and how wonderful all the staff members are at the library.
    d. Bibliographic Services - report was reviewed.
    e. Systems - report was reviewed.

5. **Old Business**
    -None

6. **New Business**
    a. **Building** - Children's Room Renovations – We have secured the outside funding portion of the funds needed to complete the children's room renovations. A motion was made by Paul Higgins to release the encumbered funds to begin the children's room renovations, seconded by Andy Morse with all in favor.
    b. **Staff** - Hiring Public Services Assistant - Kim Olson made a motion to offer the Public Services Assistant position to Brianna Barrett, seconded by Christy Slavik Hamilton with all in favor.
    c. **Policy**
        i. Sponsorship Policy - Kim Olson made a motion to accept the Sponsorship Policy, seconded by Andy Morse with all in favor.
        ii. Collection Development Policy - The policy was updated for continuity, and two new sections were added to include the Library of Things and Artificial Intelligence. Mary Saunders made a motion to approve the updated Collection Development Policy, seconded by Kim Olson with all in favor.
        iii. Library of Things Waiver - Paul Higgins made a motion to accept the Library of Things Waiver, seconded by Andy Morse with all in favor.
    d. Board
        i. Non-Public Minutes - A recent house bill states that old non-public meeting minutes need to be unsealed for release or reviewed and resealed for a concrete period of time. Amanda and the board discussed how to handle the release of non-public minutes that contain personnel information. A motion was made by Mary Saunders that the non-public meeting minutes from October 23, 2024 be separated into two pieces with one, dealing with compensation, being released in October 2029 and the other, dealing with FMLA leave, being reviewed in October 2029. In addition, non-public

minutes addressing a performance improvement plan from February 16, 2022 will be reviewed again in February 2032. The motion was seconded by Christy Slavik Hamilton with all in favor.

ii. Budget Committee Tour - Paul Higgins and Christy Slavik Hamilton will attend the Budget Committee Tour of the library on Friday October 23rd.

7. **Summary of Decisions Made**
   - Minutes approved
   - Motion passed to release funds to begin children's room renovations
   - Motion passed to hire a new Public Services Assistant
   - Motion passed to approve the Sponsorship Policy
   - Motion passed to approve the updates to the Collection Development Policy
   - Motion passed to approve the Library of Things Waiver
   - Motion passed to unseal 3 sets of non-public meeting minutes for review in October 2029, release in October 2029, and review in February 2032, respectively

8. **Next Meeting-** November 18, 2026, 6pm

9. **Adjournment:** A motion to adjourn was made by Andy Morse and seconded by Kimberly Olson at 7:29pm, with all in favor.

These meeting minutes were respectfully submitted by Mary Saunders on October 28, 2026.