

**Lane Memorial Library
Board of Trustees Meeting
January 19, 2022
6:00 PM
Agenda**

A. Call to Order

B. Attendance

C. Officer's Report

- a) Secretary: minutes from 12/15/21 and 1/7/22
- b) Chairperson
- c) Treasurer

D. Reports

- a) Director
- b) Monthly Spending
- c) Patron Services
- d) Bibliographic Services
- e) Systems

E. Old Business

- a) Building – COVID respond
 - (i) Unattended minor policy
 - (ii) Room maximum occupancy
- b) Financial
 - (i) 2022 Encumbrance
 - (ii) Spending request for community center survey mailing

F. New Business

- a) Policy – Vacation Policy
- b) Finance – Spending request for website branding

G. Friends Report

H. Summary of Decisions Made

I. Next Meeting- February 16 2022, 6pm

J. Adjournment