

**Library Memorial Library
Board of Trustees Meeting
January 15, 2020
Dearborn Redden Room
7:00 p.m.
Agenda**

A. Call to Order: The meeting was called to order at 7:10 PM by Chair Bob Lamothe.

B. Attendance: In attendance were Amanda Reynolds Cooper, Director; Bob Lamothe, Chair; Liz Keroack, Vice Chair; Chris Hendry and Deb Knowlton, Trustees; Alternates Brian Abasciano and Sheila Ewell (voting for Theresa), Alternates. Absent was Secretary Theresa Evans.

C. Officers' Reports

- a) Secretary: Minutes from 12/18/19. A motion was made by Liz and seconded by Chris to approve the minutes. The motion passed All in Favor (AIF).
- b) Chairperson: No report.
- c) Treasurer: The monthly report was reviewed and placed on file.

D. Reports

- a) Director: Amanda's report and the monthly financials were received and discussed. A question was raised about why the Public Services Fiction line had been overspent.
- b) Monthly Spending: The report was reviewed.
- c) Assistant Director: The report was reviewed.
- d) Teen Services: The report was reviewed.
- e) Public Services: The report was reviewed.
- f) Children's Services: The report was reviewed.
- g) Tech Services: The report was reviewed.

E. Old Business

- a) Building
 - i) The proposed *Teen Room Access Policy* was discussed. Chris made a motion to approve the policy as read. Deb seconded the motion and the motion was then approved AIF.
 - ii) The Board reviewed a second opinion of its recently approved *Pest Policy* as provided by Barton L. Mayer of the firm Upton and Hatfield, Concord, NH. He suggested some changes to the title (*Bed Bug Control Policy*), scope and wording of the policy. Liz made a

motion to revise the policy as read. Chris seconded the motion and the motion was then approved AIF.

F. New Business

- a) Financials: transfer of July through December 2019 donations totaling \$2,046.00. Chris made a motion to transfer the \$2,046.00 from the Trustees' Account. Sheila seconded the motion and the motion was then approved AIF.
- b) Building:
 - i) A *Cell Phone Use Policy* was presented to the Board. After a brief discussion, Chris made a motion to approve the policy. Deb seconded the motion and the motion was then approved AIF.
 - ii) An *Unattended Property Policy* was presented to the Board. After a brief discussion, Deb made a motion to approve the policy. Chris seconded the motion and the motion was then approved AIF.

G. Acceptance of Donations: Chris made motion to approve \$475.00 in donations. Sheila seconded the motion and the motion was then approved AIF.

H. Summary of Decisions Made:

- a) The minutes for 12/18/19 were accepted.
- b) The *Teen Room Access Policy* was approved.
- c) The revised *Pest Policy*, now the *Bed Bug Control Policy*, was approved.
- d) The transfer of \$2046.00 in donations from the Trustees' Account was approved.
- e) The *Cell Phone Use Policy* was approved.
- f) The *Unattended Property Policy* was approved.
- g) The acceptance of \$475.00 in donations was approved.

I. Next Meeting: Wednesday, February 19, 2020

J. Adjournment: A motion was made by Liz and seconded by Chris to adjourn at 8:00 PM. The motion was approved AIF.