

**Library Memorial Library
Board of Trustees Meeting
February 17, 2021
7:00 PM
Minutes**

Electronic Meeting by teleconference

As Vice Chairperson of the Lane Memorial Library Board of Trustees, I have determined that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, that to properly ensure the safety of the public this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming we are utilizing a teleconference service for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public may join this electronic meeting by calling 1-646-876-9923 and using the meeting ID: 889 6062 2505 and the passcode: 525013. If anybody has a problem, please call 603-772-6606.

A. Call to Order: The meeting was called to order by Vice Chair Liz Keroack at 7:02PM.

B. Attendance: In attendance were Library Director Amanda Reynolds Cooper; Vice Chair Liz Keroack; Treasurer Chris Hendry; Secretary Theresa Evans; Trustee Brian Abasciano; and Alternate Sheila Ewell voting in the absence of Bob Lamothe.

C. Officer's Report

- a) Secretary: Minutes from 1/20/21. Approved minutes with a motion made by Chris Hendry and seconded by Brian Abasciano. The motion passed with all in favor.
- b) Chairperson: No Report.
- c) Treasurer: The monthly report was reviewed. Quarterly report of Trust funds reviewed with discussion about the reinvesting of dividends received annually. This must be brought to the Trustees of the Trust Funds of the Town. Amanda will research further.

D. Reports

- a) Director Report: Amanda Reynolds Cooper's report and the monthly financials were received and discussed.
- b) Monthly Spending: The report was reviewed.
- c) Assistant Director/Teen Services: The report was reviewed.
- d) Public Services: The report was reviewed.
- e) Children's Services: The report was reviewed.
- f) Technical Services: The report was reviewed.

E. Old Business

- a) Building: Coronavirus response
 - (i) Public service: Amanda shared that, after watching the numbers and trends in cases locally and in NH, she feels that a March 1st2021 opening date for return to public access of the building is reasonable. Since AARP services hours were set, the hours of operation will remain prior “Covid” hours. A motion was made by Brian Abasciano and seconded by Chris Hendry that the library reopen on March 1st with COVID hours of operation. All in favor
 - (ii) Library maximum occupancy: Liz Keroack made motion to maintain maximum occupancy to 16 people upstairs and 8 downstairs with Theresa Evans seconding. All in favor.

F. New Business

- a) **Financial:** Charging replacement costs: Amanda shared that the library did away with late fees/fines sometime ago however, prior to Covid, still did charge for lost books, damaged books or books needing extreme repair. Since Covid, that has stopped. Staff members hope to forego having to charge for lost or damaged books again and would rather like to treat them as forgiven items. Track will be kept of those who may be abusing this courtesy. A motion was made by Liz Keroack and seconded by Chris Hendry to support staff request to forego charging patrons for replacements. It passed, all in favor.
- b) **Other:** The WHYM Craft Pub and Brewery would like to name an upcoming beer in recognition of the hard work and community support the Lane Library demonstrates. The plan includes donating \$1 from each sale to the Lane Library. A motion was made by Brian Abasciano and seconded by Chris Hendry to allow the naming and donation. All in favor.

G. Friends Report: Verbally shared by Amanda Reynolds Cooper for review. Highlights included: Treasurer’s Report, Mary Twomey memorial, Valentine Tea, Charitable Gaming Advocacy Software

H. Summary of Decisions Made

- Minutes approved
- Motion made to resume public access to Lane Library on March 1st
- Motion made to limit occupancy to 16 people upstairs and 8 downstairs.
- Motion made to forego charging lost or damage costs to patrons.
- Motion made to accept the recognition from WHYM Brewery and fundraising.
- Motion approved for adjournment

I. Next Meeting: March 17, 2021

J. Adjournment: A motion was made to adjourn by Chris Hendry and seconded Theresa Evans at 7:54PM with all in favor.