

**Library Memorial Library
Board of Trustees Meeting
February 19, 2020
Dearborn Redden Room
7:00 p.m.
Agenda**

A. Call to Order The meeting was called to order at 7:00PM by Chair Bob Lamothe.

B. Attendance: In attendance were Director Amanda Reynolds Cooper; Chair Bob Lamothe; Trustees Chris Hendry, Liz Keroack, and Deb Knowlton; Alternate Brian Abasciano; Sheila Ewell and Secretary Theresa Evans

C. Officer's Report

- a) Secretary - A motion was made by Chris and seconded by Deb to approve minutes. The motion passed, All in Favor.
- b) Chairperson: No report.
- c) Treasurer: The monthly report was reviewed and placed on file

D. Reports

- a) Director: Amanda's report was received and discussed.
- b) Monthly Spending: The report was reviewed.
- c) Assistant Director: No report this month
- d) Teen Services: No report this month
- 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) **Finance** - 2020 Encumbrance and carryover from year 2019. A decision was made to forego separate line for roof repairs and favor increasing general repairs. The library is in need of two disc-repair machines. Amanda is looking into an option to refurbish/repair one of the existing machines we have, which would likely lower estimated cost.

F. New Business

- a) **Policy and Procedure:** Deed of Gift "form" currently being used is simply a one paragraph statement with few details or information but simply speaks to the Library being able to do as they see fit with a donated item. With recent endowment of large art donation, Amanda felt it important to maintain better documentation and utilized the Museum of Americas Deed of Gift document as a guide and updated for Lane

Library. Minor grammatical corrections were made to the documents. Liz motioned to approve this document and Chris seconded. All in favor.

b) Personnel:

- (i) **Bookkeeper contractor:** Amanda hopes to keep the position as a contractor rather than direct employee and board agrees it should be kept as a contracted role. There was some discussion about whether the position should be a CPA vs seasoned bookkeeper and how those may differ. There is a referral list from NH CPA Association which Amanda is currently reviewing. The position has been a 54-hour position annually (approx. \$18/hour), Amanda will update the list of duties to reflect the addition of 1099 completion as well as updates to Salem Five account information.

- (ii) **Personnel: Director's annual evaluation:** Board was asked to review Director. A line should be added to area of form for administration specifically speaking to delegation, overseeing of Assistant Director. Amanda has agreed to supply the board with a report detailing any areas of her role that require expanded explanation by Friday February 28th for review. A request was made to add "bullets" for additional specific data requested (e.g. participate in professional meetings or conferences). The board has agreed to complete an evaluation for Amanda and return to Bob one week prior to March meeting to allow correlation of information.

G. Friends Report Read by Bob:

- Authorized event chair to spend up to \$400 as payment to author(s) for Author Series. Will suspend Series for summer months.
- Valentine Tea full but slow sign up.
- New Chair for Book and Media Sale (June3-6)
- Friends computer assistance for Master Plan Survey (2/18-2/21)
- Friends logo redesign, previous suggestions of high school competition favored less with possibility of using online service instead. No final decision.
- Friends sponsoring mini golf, adult tea, etc. as community event during week of National Friend of the Library week in October seems less likely due to stress of organizing with limited number of board members. No final decision
- Casino Week is last week in April. Need to promote. This will be a March meeting priority.

H. Summary of Decisions Made

Minutes approved, Deed of Gift form approved

I. Next Meeting- Wednesday March 18, 2020

J. Adjournment Motion made by Chris and Liz seconded at 7:58PM. All in favor