

**Lane Memorial Library
Trustees Meeting Minutes
October 16, 2019
Dearborn Redden Room**

7:00PM

A. Call to Order: The meeting was called to order at 7:12 PM.

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

C. Officer's Reports

- a) **Secretary:** A motion was made by Chris and seconded by Liz to approve the minutes of the September 18, 2019 meeting. The motion passed, AIF.
- b) **Chairperson:** Bob read aloud the Friends' Report.
- c) **Treasurer:** The report was reviewed and placed on file.
- d) J. P. Pontbriand reviewed the library's investments and noted the following: the portfolio is up 9.5%; over half of the portfolio is in bonds; most stock is U.S. stock. He warned that going forward we might not have as much robust growth in bonds as we have had.

D. Reports

- a) **The Director's Report:** Amanda's report and monthly financials were received and discussed.
- b) Reports by the Assistant Director, Teen Services, Public Services, Children's Services, and Tech Services were reviewed. All reports were received with appreciation.

E. New Business:

- a) **Other:** Amanda noted that she would like to be excused from attendance on the meeting dates of 11/13/19 and 12/18/19 for personal reasons; Stacey will be taking her place.
- b) **Personnel:** Amanda shared with the Board a signed letter from staff detailing their concerns about the recent incident during which two patrons returned library books with live bed bugs in them. The Board agreed to a multi-pronged approach to assuage concerns: (1) to have Amanda and another supervisor talk to the patrons the next time they visit and share with them information on how bed bug infestation can be eradicated; (2) to have a copy of the draft Bed Bug Policy perused by a lawyer; (3) to post a notice about bed bugs within the library; (4) to consider creating a pamphlet about the problem; and (5) to share these steps with the library staff.
- c) **Public Relations:** Amanda drafted a general notice regarding the finding of live bed bugs in recently returned library materials and the measures taken by library personnel to contain the problem. She sought and received permission to post the notice. Following that discussion, there was a review of research on bed bug policies in libraries and the legal and ethical issues that influence them.

F. Old Business

a) **Building and Policy:** Bob presented to the Board for its consideration a draft Bed Bug Policy. Liz made a motion that was seconded by Deb to approve up to \$3,000 from the Trustees' Citizens Bank Account for the purpose of securing legal counsel to advise the Board on the proposed Bed Bug Policy. The motion passed, AIF.

b) **Public Relations:** Amanda sought approval to post a public notice on Channel 22 and in the *Hampton Union* about the recent library ransomware attack. Chris made the motion to approve the post, Sheila seconded the motion and the motion passed AIF.

G. Summary of Decisions: The Board of Trustees voted the following: (1) to accept the minutes of the September 18th meeting; (2) to approve up to \$3,000 of funds from the Trustees' Citizens Bank Account to secure legal counsel for the proposed Bed Bug Policy; and (3) to approve posting a notice about the ransomware attack on the library to Channel 22 and the *Hampton Union*.

H. Next meeting: The next meeting will be November 13, 2019 at 7 PM.

I. Adjournment: Chris moved and Deb seconded a motion to adjourn at 9:45 PM. The motion passed, AIF.