

**Library Memorial Library
Board of Trustees Meeting
November 18, 2020
7:00 PM
Minutes**

Electronic Meeting by teleconference

As 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: 851 0557 0801 and the passcode: 808303. If anybody has a problem, please call 603-772-6606.

- A. Call to Order:** The meeting called to order at 7:02 pm by Bob Lamothe.
- B. Attendance:** In attendance were Director Amanda Reynolds Cooper; Chair Bob Lamothe; Treasurer Chris Hendry; Vice Chair Liz Keroack; Trustee Brian Abasciano; and Alternate Sheila Ewell voting for absent Theresa Evans, Secretary.
- C. Public Hearing to accept \$10,000 gifted by the Philip M. Wasylean Trust:** A motion was made by Chris and seconded by Brian to accept the \$10,000 gift made by the Philip M. Wasylean Trust. Voting: Hendry, yes; Keroack, yes; Lamothe, yes; Abasciano, yes; Ewell, yes. The motion passed AIF.
- D. Officer's Report**
- a) Secretary: A motion was made by Brian and seconded by Chris to approve the October minutes as revised. Voting: Hendry, yes; Keroack, yes; Lamothe, yes; Abasciano, yes; Ewell, yes. The motion passed AIF.
 - b) Chairperson: There was no report.
 - c) Treasurer: The report was reviewed.
- E. Reports**
- a) Director's Report: The report was reviewed.
 - 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.
- F. Old Business**
- a) Building: Coronavirus Response
 - (i) Mask Requirement and Library Maximum Occupancy: Liz motioned to maintain the coronavirus response Mask Requirement and Library Maximum Occupancy policies as they currently stand and that was seconded by Chris. Voting: Hendry, yes; Keroack, yes; Abasciano, yes; Lamothe, yes; Ewell, yes. The motion passed AIF.
 - (ii) Credit Card Policy: Town auditors have asked that the Library create a written policy to reflect best practices. Amanda introduced the policy for discussion and consideration in October. The issue was tabled until next month.

- b) Financial Online Access: The Director now has READ ONLY access to all Salem Five Bank. Because the monthly reports from the two accounts at Citizen's Bank and the one account at TD Bank come to the Director and Bookkeeper late in the month, the Chair will determine whether access to them can be expedited while Amanda will determine whether not the Bookkeeper can be available later in the month to do the reports.
- c) Continuation of Service with JP Pontbriand: After a short discussion, the consensus of the Board was to stay with the services of JP Pontbriand as its financial advisor despite a management change fee for the next year.

G. New Business

- a) Building Surplus Shelving Units: The Director has identified 12 shelving units (35 years old) that are no longer needed and could be sold to a library needing additional shelving. Liz made a motion to declare that the shelving be deemed surplus goods with a value not exceeding \$500 total. The motion was seconded by Brian. Voting: Hendry, yes; Keroack, yes; Abasciano, yes; Lamothe, yes; Ewell, yes. The motion passed AIF.

H. Summary of Decisions Made

- Motion made and passed to accept the \$10,000 gift from the Wasylean Trust
- Motion made and passed to approve the October Board Minutes
- Motion made and passed to continue the current Mask/Capacity Coronavirus policies
- Motion made and passed to declare 12 shelving units as surplus with a value not exceeding \$500

I. Next Meeting: December 16, 2020

- J. Adjournment:** A motion was made by Sheila and seconded by Liz to adjourn the meeting at 7:54 pm. The vote was all in favor.