

**Library Memorial Library  
Board of Trustees Meeting  
December 16, 2020  
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: 897 3650 2746 and the passcode: 922378. 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 7:03PM.

**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**

1. Secretary - Approved minutes from 11/18/20: A motion was made by Chris Hendry and seconded by Sheila Ewell to approve minutes. The motion passed, All in Favor and one abstained. Approved minutes from 12/1/20. A motion was made by Theresa Evans and seconded by Chris Hendry to approve minutes. The motion passed with all in favor and two abstained
2. Chairperson: No report this month.
3. Treasurer The monthly report was reviewed

**D. Reports**

- a) Director Amanda's report and the monthly financials were received and discussed.
- b) Monthly Spending The report for November 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) Mask requirement. Given the Governors mandate for mask wearing in public continues, we will table this business.
  - (ii) Library maximum occupancy. Tabled given suspended hours
  - (iii) Public service from 12/17/20. Through 1/20/2021. A discussion to continue to suspend public access to building until Boards next meeting, January 20<sup>th</sup> 2021 was had . Curbside pick-up and drop off will remain available. A motion was made by Chris Hendry and seconded by Theresa Evans to suspend from 12/17/20 through January 20<sup>th</sup>, 2021. Voted and all in favor and motion passed.
- b) **Policy: Credit Card Policy:** A Motion was made by Theresa Evans and seconded by Sheila Ewell to accept the credit card policy as presented by Director. All in favor and motion passes.
- c) **Financial: Online access.** Tabled until we have more details.

#### **F. New Business**

- a) **Building:** Holiday schedule 2021: A motion was made by Brian Abasciano and seconded by Chris Hendry to accept to holiday schedule as presented. Voted with all in favor, motion passed.
- b) **Financial:** Encumbrance: Reviewed projected carryover made by Director and how these monies may be spent. A motion was made by Chris Hendry and seconded Brian Abasciano. A vote was taken all in favor and motion was passed.
- c) **Other:** Trustee Meeting schedule 2021

#### **G. Friends of the Library Report No Report provided**

#### **H. Donations**

- a) \$1,000 from the Friends of the Library : Friends were given a portion of Experience Hamptons proceeds, who in turn presented this to Lane Library to support a program designed for older teenagers in our community. A motion was made by Theresa Evans and seconded by Chris Hendry to accept the \$1000. The motion was passed with all in favor.

#### **I. Summary of Decisions Made**

**Motion made to approve minutes from November 18<sup>th</sup>, 2020**

**Motion made to approve minutes from Dec 1**

**Motion made to approve Suspending public access 12/17 through 1/20/21**

**Credit care policy approved**

**Holiday Schedule for 2021 approved**

**Motion was made to accept the projected carryover made by Director**

**Donation From Friends of Lane Library accepted**

#### **J. Next Meeting-** January 20, 2021

#### **K. Adjournment** Brian moves to adjourn second Chris 7:50Pm all in favor motion carries.