

**Library Memorial Library
Board of Trustees Meeting
December 16, 2020
7:00 PM
Agenda**

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: 897 3650 2746 and the passcode: 922378. If anybody has a problem, please call 603-772-6606.

A. Call to Order

B. Attendance

C. Officer's Report

- a) Secretary - Approve minutes from 11/18/20 and 12/1/20
- b) Chairperson
- c) Treasurer

D. Reports

- a) Director
- b) Monthly Spending
- c) Assistant Director / Teen Services
- d) Public Services
- e) Children's Services
- f) Technical Services

E. Old Business

- a) Building: Coronavirus response
 - (i) Mask requirement
 - (ii) Library maximum occupancy
 - (iii) Public service from 12/17/20 to TBD
- b) Policy: Credit Card Policy
- c) Financial: Online access

F. New Business

- a) **Building:** Holiday schedule 2021
- b) **Financial:** Encumbrance
- c) **Other:** Trustee Meeting schedule 2021

G. Friends of the Library Report

H. Donations

- a) \$1,000 from the Friends of the Library

I. Summary of Decisions Made

J. Next Meeting- January 20, 2021

K. Adjournment