

**Lane Memorial Library
Trustees Meeting Minutes
June 21, 2017
New Hampshire Room
7:00PM**

A. Call to Order: The meeting was called to order at 7:47PM.

B. Attendance: Chair Bob Lamothe, Director Amanda Reynolds Cooper, Secretary Deb Knowlton, and Alternate Trustee Liz Kerouac. The First several minutes we shared a meet and greet with the Friends of the Library Board and shared projects with one another.

C. Officer's Reports

- a) Secretary: A motion was made by Liz and seconded by Deb to approve the minutes of the May meeting. Motion passed, AIF.
- b) Chairperson:
- c) Treasurer: Diane left a Treasurer's Report and we remarked that JP Pointbriand now has all the documents needed to begin our oversight of endowed funds.

D. Reports

- a) The Director's Report: Amanda 's report and financials were received and reviewed. Services Reports, The Asst. Director's report and those of Public Services, Children's Services, Teen Services and Tech Services were reviewed. The Children's Services report contained a request to use the decorated head bands, recreation site passes and \$100 donation for the purchase of additional prizes. A motion was made by Liz and seconded by Deb to approve all the gifts received. Motion passed, AIF.

E. Old Business

- a) **Personnel:**
- b) **Finance:**
- c.) **Building:**
- d) **Policy:** Meeting Room policy was reviewed after the changes in grammar and spacing. A motion was made by Deb and seconded by Liz to accept the meeting room policy. Motion passed, AIF.
- e) **Other:**

F. New Business:

- a) **Personnel:**
- b) **Finance:**
- c) **Building:**
- d) **Policy:** One written bid for the Children's Room Windows was received. The Board would like to have the library receive at least two more bids. A suggestion was made to change the timeline needed for installation and to see if we could re-send the bid request as well as contact other bidders with the changed timeline. Amanda will research this possibility.
- e) **Other:** We would like to recommend Liz Kerouac to the Board of Selectman to fill the vacant Trustee seat. Her name will be added to the consent agenda for the Selectman meeting.

G. Monthly Donations: A motion was made by Liz and seconded by Bob to accept \$349 in monthly donations. Motion passed, AIF.

H. Summary of Decisions: Motions were made to accept the minutes; to approve the use of the gifts received, to accept the Meeting Room use policy, to accept the monthly donations.

I. Next Meeting: July 19, 2017, at 7PM.

J. Adjournment A motion was made by Liz and seconded by Deb to adjourn at 8:36 PM.