

**Library Memorial Library
Board of Trustees Meeting
October 20, 2021
6:00 PM
Minutes**

- A. Call to Order** The meeting was called to order by Chairperson Brian Abasciano at 6:04 pm.
- B. Attendance:** In attendance were Chair Brian; Treasurer Chris Hendry (arrived at 6:10), Secretary Kimberly Olson, Alternate Lynn Cutting voting for absent Theresa Evans, Trustee Sheila Ewell, Director Amanda Reynolds Cooper.
- C. Officer's Report**
- a) Secretary - Minutes from 9/15/21: Approved September minutes with a motion made by Brian and seconded by Lynn. The motion passed with all in favor.
 - b) Chairperson Brian had no specific report.
 - c) The Treasurer's report was reviewed.
- D. Reports**
- a) Director Amanda Reynolds Cooper's report and the monthly financials were received and discussed.
 - b) Monthly Spending: The report was reviewed.
 - c) Assistant Director / Teen Services: There was no report due to Stacy's vacation.
 - 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) Staff
 - (i) Director's evaluation
Non-public session as needed per RSA 91-A:3, II: Brian made a motion and Chris seconded to go into non-public session (to discuss personnel) at 6:19 pm. The motion passed unanimously.
A motion to go back to public session was made by Kim and seconded by Sheila at 6:37 pm. The motion passed unanimously.
 - b) Finance - Town held Trust; suspend annual income distributions. Brian made a motion to retract the Board's motion from the 9.18.21 meeting to suspend the annual income distributions. The motion was seconded by Chris. The motion passed unanimously.
 - c) Policy – Library General Policies, Trustee duties throughout were reviewed and discussed.
 - d) Building – COVID-19 Response; Opening the meeting room: Kim made a motion to open the meeting room for a maximum of 12 people, masks required. Sheila seconded the motion. The motion passed unanimously.
 - e) Other - Recognizing the holiday Indigenous Peoples' Day 2022. The Board discussed the possibility of the library replacing recognition of Columbus Day with Indigenous People's Day, and advised the library Director to add recognition of Indigenous People's Day alongside Columbus day rather than replacing the latter.
- F. New Business**
- (i) Staff
 - (1) Approval of hires; Jenne Demac and Carol Menard: Chris made a motion to approve two new hires. The motion was seconded by Sheila. The motion passed unanimously.
 - (2) Retirement gift for Darrell Eifert: Chris made a motion to designate \$500.00 from the Trustees' Citizens Money Market account for retirement recognition for Darrell. Sheila seconded the motion. The motion passed unanimously.
 - (3) Staff reorganization
 - (a) Promotion of three positions: Amanda detailed the staff reorganization. Sheila made a motion to approve promotions from non-exempt to exempt for 3 staff members: Jennifer Richards, Kathleen Hall and Wendy Rega. Chris seconded the motion. The motion passed unanimously.
 - (b) Wages effective date 11/8/21: Chris made a motion to approve staff wage changes to take effect 11/8/21. Brian seconded the motion. The motion passed unanimously.

- (ii) Building – Collaborative Community Center survey mailing: Kim made a motion to approve up to \$3,000 from the Trustees' Citizens Money Market Account for the purposes of printing and mailing the CCC survey to all Hampton residents. Chris seconded the motion. The motion passed unanimously.
- (iii) Other - Web site hosting, migration, and redesign proposals: Brian made a motion to approve the Stirling Brand Works contract for the library web site. Lynn seconded the motion. The motion passed unanimously.

G. Summary of Decisions Made

- ~Minutes approved.
- ~Motion passed to go into non-public session.
- ~Motion passed to return to public session.
- ~Motion passed to retract a previous motion concerning the Town held trust.
- ~Motion passed to open the meeting room.
- ~Motion passed to approve new hires.
- ~Motion passed to designate funds for retirement recognition.
- ~Motion passed to promote three positions.
- ~Motion passed to approve wage changes.
- ~Motion passed to approve funds for CCC survey mailing.
- ~Motion passed to approve the library web site contractor.
- ~Motion passed to adjourn.

H. Next Meeting- November 17, 2021, 6pm. JP Pontbriand will join us.

I. Adjournment: A motion to adjourn was made by Lynn and seconded by Chris at 7:47 pm, with all in favor.