

**Newbury Public Library**  
**Newbury, NH**  
**Library Board of Trustees Meeting Minutes**

**Date:** April 8, 2019

**Type of Meeting:** Business meeting

**Present:** Patricia Sherman, Helen Wright, Regina Cockerill, Lisa Correa, Lea McBain, Lynne Tuohy, Laura Pezone

**Members of the public:** Ken Tentarelli

**Call to Order:** The meeting was called to order at 3:30pm

Minutes

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept the minutes of the March 11 meeting.

Report of the Treasurer

22% of the year has passed and the overall expense level is in good alignment with the budget except for the children's program item where approximately 35% of the budgeted amount has been expended; however, this is not of concern because additional funds for this purpose are available from the Friends.

Income from Trust Funds expected in April has not been received. Patricia will ask Pam Bryk who was elected to the position of Trustee of the Trust Funds at the March town meeting. She will then ask that person the amount earned by the library trust fund.

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept \$188.97 in unanticipated income.

Report of the Library Director

The CPR program was very well attended. An additional program is planned for May in response to patron requests. The gardening program offered in collaboration with the Newbury Beautification Committee was also well attended. Three additional programs covering other aspects of gardening will be held in the future. The small business program allowed attendees to make connections with other local business owners. Additional programs will be offered to support ongoing interactions of these patrons. As in the past, the children's lego robotics program was so heavily attended that it was necessary to divide the participants into three smaller groups. Signups for the first group were filled within 24 hours.

Beginning in January, the State Library requested that *reference requests* be reported. This statistic will also be reported to the Trustees in the future. Reference requests include database query help, online help, and technology questions.

Self-evaluations have been done by all library staff members. Lea will begin evaluations of the staff during coming months.

Possible uses of the donated ipad pro are being considered. The ipad pro is especially well suited to graphics applications, but many other uses are also possible.

Mahjongg players would like to use the library as their gaming venue. Sentiment of the Trustees is that the request should be supported in the spirit of making the library a community activity center. A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accommodate the request provided that a town employee be present to supervise the activity and to cleanup and lock the building at the conclusion of the activity to ensure confidentiality and protection of library assets and materials. Lynne will write a letter to the Recreation Department with copies to the Select Board and the Town Administrator to advise them of the Trustee's decision.

Regina proposed that a comprehensive training program, including safety and other skills, be established for staff members.

A motion was made (Regina), seconded (Helen) and passed by unanimous vote to accept the Director's report.

The Friends are seeking new leadership. Trustees are encouraged to help find candidates.

#### Library Director Evaluation

Board members are requested to submit performance evaluations of Library Director to Lynne who will coordinate them to permit a performance discussion at the next meeting.

#### Alternative Trustees

A motion was made (Regina), seconded (Lynne) and passed by unanimous vote to request that the Select Board appoint Kenneth Tentarelli as an Alternate Trustee in accordance with NH State RSA 202A:6 and 202A:10. Lynne will forward this request to the Select Board.

#### Election of Board of Trustees Officers

A motion was made (Helen), seconded (Regina) and passed by unanimous vote to elect Lynne Tuohy as Chair. A motion was made (Lynne), seconded (Regina) and passed by unanimous vote to elect Patricia Sherman as Treasurer. A motion was made (Lynne), seconded (Regina) and passed by unanimous vote to elect Lisa Correa as Secretary. A motion was made (Patricia), seconded (Lynne) and passed by unanimous vote to elect Regina Cockerill as Vice Chair.

### Bylaws

Bylaws should be amended to allow for Alternate Trustees and possibly to make other changes since the Bylaws were last issued in 2014. Ken will distribute copies of the current Bylaws. Proposed changes should be submitted to Patricia who will consolidate and distribute to members so that a vote can be taken at the next Trustees' meeting.

### Timecards

The use of time cards is a complication for exempt library staff; however, the Town Administrator believes that timecards are necessary. Regina will research State Labor Laws to ascertain State requirements.

### Foundation Report

Regina, in her capacity as Foundation organizer, will distribute weekly emails to advise all interested persons of Foundation activities and progress. She has organized the Google drive folder dealing with the library expansion to better support the Foundation's needs. She is preparing a case document with all salient aspects of the expansion program to be used as an information resource with prospective large donors.

The Town Administrator reported that in the past the Town has held votes in a single year on multiple bond issue warrant articles; therefore, he believes it is incumbent on the Trustees to act in the best interest of the library regardless of any proposals for Safety Services building construction.

Mindy Atwood, Sunapee librarian and key person in the recent Sunapee library building program, has agreed to serve on the Foundation advisory board.

Regina asked whether the Trustees would agree to rename the library at the request of someone who makes a substantial donation to the building expansion. The sentiment of the Board is to consider that possibility provided that the donation approaches half the cost of the total cost of the expansion and that the donor is a person who would be favorably regarded by residents of the Town.

### Next Meetings

Dates set for future meetings are May 6, June 10, July 8, August 5, September 9, October 7, November 12, and December 9. All dates are Mondays expect the November date which is a Tuesday.

A motion was made (Patricia), seconded (Helen) and passed by unanimous vote to adjourn at 6:07 pm.

Respectfully submitted Kenneth Tentarelli

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Action Items

All: - Forward proposed Bylaw changes to Patricia well in advance of next meeting.

- Submit Library Director evaluation forms to Lynne
- Search for Friends leadership candidates

Lynne: - Send letter to Recreation Director describing Board decision regarding Mahjongg.

- Send letter to Select Board requesting nomination of Kenneth Tentarelli as an Alternate trustee.

Ken: - Distribute copies of Bylaws to all members.

Patricia: - Coordinate submitted Bylaws changes and distribute at least seven days prior to next meeting

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