

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

Date: November 12, 2019

Type of Meeting: Business meeting

Attendees

Trustees: Patricia Sherman, Lynne Tuohy, Helen Wright, Lisa Correa

Voting Alternate Trustee: Jeanne Palleiko

Non-voting Alternate Trustee: Ken Tentarelli

Call to Order: The meeting was called to order at 1:30pm

Minutes

A motion was made (Patricia), seconded (Helen) and passed by unanimous vote to accept the minutes of the October 7 and October 23 meetings.

Report of the Treasurer

Patricia presented a report that included projected end of year surplus funds. Lea stated that all of the projected funds in the salaries category, except for perhaps \$300, is likely to be expended because Shannon is on role in anticipation of Laura's absence, and additional hours have been scheduled for Pete. Patricia said that Laura's leave will come in part from the disability line item. Lea will revise her estimate accordingly. There was discussion about what additional purchases might be made during the remainder of the year. To provide for these costs, a motion was made (Patricia), seconded (Lynne) and passed by unanimous vote to authorize Lea to spend up to \$2500 of the anticipated surplus funds for the purchase of a printer, printer ink cartridges, a 4-station phone capable of providing phone service in the Children's Room, and a 2-drawer filing cabinet. With these adjustments, it is expected that there will be \$10,000 - \$12,000 of surplus funds remaining at the end of the year.

There was discussion about the appropriateness of moving funds between line items. Patricia will seek the opinion of the Town Administrator.

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept \$278.01 in unanticipated income.

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept the report of the Treasurer as presented.

Report of the Library Director

Lea reported that most 2019 statistics are comparable to those of 2018 except for checkouts which are down year-over-year.

In accordance with a request from the State Library, records have been deleted for patrons who have not had any interaction with the library in the past three years.

Nancy Gove has been hired as the new Children's Librarian. Her first day will be Wednesday, November 13.

Lea has prepared a draft of a Behavior Policy and she is creating a draft Disaster Policy. These documents will be discussed at the next Trustees' meeting.

A motion was made (Ken), seconded (Lynne) and passed by unanimous vote to accept the report of the Library Director as presented.

Library Expansion Warrant Article

Despite its efforts, the Foundation now doubts that it can raise half of the library expansion cost from private donation. It (the Foundation) expects the amount raised will be \$200,000 - \$250,000. Four Trustees met with the Town Administrator

- 1) to inform him of this change and to seek his advice on how to proceed with a warrant article in 2020. He suggested that the change be made known to the public and the Select Board.

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- 2) to ask his view on the wisdom of presenting warrant articles for both a fire station and library expansion in 2020. He suggested that the Trustees ask the Select Board for its position on this question.

An alternate possibility was discussed of a warrant article that would allow progress to be made toward the expansion if a full warrant article is not issued in 2020. Specifically, this possibility would provide funds for pre-construction work (geotechnical, design fees, site permitting) in the amount of \$220,000 plus funds for possible emergency repairs in the amount of \$50,000. He favored this approach and again suggested that the proposal be submitted to the Select Board.

Following the Town Administrator's suggestions, the Trustees met with the Select Board. The Board members stated unanimously that they are in favor of the library expansion but they would not support a warrant article for the full library expansion cost in 2020. They also stated unanimously that they would support a warrant article for the \$270,000 alternate possibility proposal described above.

After discussion, it was decided that

- 1) Patricia will prepare an article for submission to the Intertown Record describing the Foundation's revised fund-raising expectations. This article falls under the purview of

the Foundation, not the Trustees, so its content and release can be determined by the Foundation.

- 2) Lynne will prepare an article for submission to the Intertown Record describing the decision to delay a warrant article on the full library expansion and to proceed in 2020 with a warrant article for \$270,000. Lynne will present the draft article at the next Trustees' meeting.

Right to Know

Lynne emphasized the need for Trustees to be diligent in following the Right-to-Know law by not conducting multi-person discussions via email. Lea mentioned that some library patrons have expressed interest in having Foundation activity be more transparent. Possible measures mentioned include: Posting Trustee meeting minutes on the library web site, posting Foundation meeting announcements, holding Foundation meetings in a public place possibly at the library, posting Foundation progress reports on the Foundation web site.

New Business

Lisa announce her intention to resign from the Trustees to pursue another interest.

A motion was made (Patricia), seconded (Helen) and passed by unanimous vote to adjourn at 3:18 pm.

Respectfully submitted Kenneth Tentarelli

Next Meeting: December 9