

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

**Date:** April 6, 2020

**Type of Meeting:** Business meeting conducted by telephone conference call

**Attendees**

**Library Staff:** Lea McBain, Laura Pezone

**Trustees:** Jeanne Palleiko, Helen Wright, Patricia Sherman

**Voting Alternate Trustees:** Ken Tentarelli

Call to Order: The meeting was called to order at 3:34pm

Minutes

A motion was made (Patricia) and seconded (Helen) to accept the minutes of the March 9 meeting. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

Report of the Treasurer

Patricia noted that the report she presented has discrepancies between her accounting and that of Deb Prussman in the salaries, FICA, and supplies line items. Patricia will obtain individual monthly data from Deb to resolve the discrepancies.

A motion was made (Helen) and seconded (Patricia) to accept \$65.48 in unanticipated income. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

A motion was made (Ken) and seconded (Patricia) to accept the treasurer's report as presented. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

Report of the Library Director

Lea has been posting on the Library's Facebook page online activities available to library patrons.

Lea has obtained quotes from two cleaning companies. The quote from Country Rose Carpet Cleaning for \$550 includes carpet, sofa, and chair cleaning. After discussion it was decided to proceed with cleaning even though the library is closed at this time.

A motion was made (Jeanne) and seconded (Helen) authorizing Lea to arrange for cleaning with Country Rose. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

### Planning for Library Expansion

Patricia presented a proposal for obtaining the services permitted by the warrant article passed at the recent town meeting. She will ask the Town Administrator whether all funds need to be expended in 2020 or can be continued into 2021.

A motion was made (Ken) and seconded (Patricia) for Patricia to send a list of suggested contract items to the Trustees; then subject to their comments, she will ask Ron Lamarre to prepare a contract for presentation to the Select Board for their vote on April 27. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

### Future Meetings

Lea will explore video conference options for future Trustee meetings.

A motion was made (Patricia) and seconded (Helen) to authorize Lea to expend up to \$200 in fiscal year 2020 to contract for video conferencing services. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

At 4:30 pm a motion was made (Patricia), seconded (Helen) to adjourn. The motion was passed by roll call with Ken, Helen, Jeanne, and Patricia voting in favor and none voting against.

Respectfully submitted Kenneth Tentarelli