

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

Date: April 14, 2020

Type of Meeting: Business meeting conducted by video conference

Attendees

Library Staff: Lea McBain

Trustees: Jeanne Palleiko, Helen Wright, Patricia Sherman, Lynne Tuohy

Voting Alternate Trustees: Ken Tentarelli

Call to Order: The meeting was called to order at 11:05 am

Discussion of Architect Contract

Patricia described the proposed contract with Lavallee Brensinger architects for phase II of the building expansion program. The intent is to submit the proposal to the Select Board for approval at their April 27 meeting.

Revisions proposed by Patricia call for phase II work to begin May 4, 2020 and complete on November 15, 2020. This contract cost is \$150,000 of which up to \$50,000 may be expended in fiscal year 2021. Town Administrator Pavlicek believes the Select Board will approve the expense carryover. The \$150,000 cost will be borne by the warrant article passed at the March town meeting.

A motion was made (Lynne) and seconded (Jeanne) to submit the contract as amended to the Select Board for their approval. Voting in favor Lynne, Jeanne, Patricia, Helen, Ken. Voting opposed none. The motion carries unanimously.

Additional Expenses Related to Phase II

Patricia listed the additional activities that may require funding in phase II as

Geotech work

Permitting Fees

Landscape Design

IT Consultant

Security Consultant

Cost of work estimates

These activities will be funded by the warrant article and may not exceed \$50,000.

The combined cost of these activities (\$50,000) plus phase II architect cost (\$150,000) equal the amount of the March warrant article (\$200,000).

The Trustees are responsible for arranging how this work will be accomplished. Patricia recommends that bids not be solicited for this work. Her recommendation is consistent with the approach taken by the Town for the Fire Station project.

These activities will be discussed further at the next Trustee meeting.

Emergency Leave Issue

Lea described a request from one library employee to supplement Emergency Leave with vacation allowance. The reason for this request is that the Town of Newbury Emergency Leave Policy provides for 2/3 normal salary. By supplementing the emergency leave with vacation allowance the employee will be able to receive full salary. The Town allows its employees to supplement in this manner.

A motion was made (Jeanne) and seconded (Lynne) to allow employees to supplement Emergency Leave consistent with the approach being followed by the Town, and that employees be notified in writing that by doing so they are consuming their vacation allowance. Voting in favor Lynne, Jeanne, Patricia, Helen, Ken. Voting opposed none. The motion carries unanimously.

At 12:28 pm a motion was made (Jeanne), seconded (Lynne) to adjourn. The motion was passed by roll call with Ken, Helen, Jeanne, Lynne and Patricia voting in favor and none voting against.

Next regular meeting May 11.

Respectfully submitted Kenneth Tentarelli