

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

**-Draft-**

**Date:** September 14, 2020

**Type of Meeting:** Business meeting posted for public attendance and conducted by video conference

**Attendees**

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

**Trustees:** Jeanne Palleiko, Patricia Sherman, Helen Wright, Elizabeth Courant, Lynne Tuohy

**Non-voting Alternate Trustee:** Ken Tentarelli

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

Meeting Minutes

A motion was made (Jeanne), seconded (Helen) to accept minutes of the August 10 meetings a distributed. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

Treasurers Report

Expenditures are at 57% of budget at the 67% % point of the year. Due to covid19, cleaning and advertising expenses are above anticipated levels. Extraordinary advertising expenses were incurred to inform the public of architect conference calls that were held due to covid19.

\$43365.28 has been spent of the library expansion warrant article approved at the March 2020 town meeting.

A motion was made (Lynne), seconded (Patricia) to accept \$405 in unanticipated income. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

After discussion, it was decided that trust fund monies should also be counted as unanticipated income. A motion was made (Lynne), seconded (Patricia) to amend the previous motion to accept a total of \$2313.99 in unanticipated income. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

The budget summary presented by the Treasurer includes a listing of income sources. This information was included to provide data that may be helpful to the Foundation for securing grants.

Du to covid19, material acquisition expenses are below anticipated levels. To best serve library patrons, it was decided at a previous meeting to purchase a subscription to the Hoopla online digital media service. The service is very popular with patrons since they can access it from their homes. Consensus of the Trustees supported the library director's proposal that Hoopla expenses be treated as acquisitions.

A motion was made (Lynne), seconded (Jeanne) to accept the Treasurer's report as presented.. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

### Directors report

The library schedule has been altered to provide more open hours on weekends. This change was made to better support the needs of patrons.

360 hours were logged in the summer reading program. This is a substantial increase over past years which averaged about 280 hours.

Several people have been identified as prospective Friends members. However, it is not clear whether any are willing to accept leadership positions.

A motion was made (Lynne), seconded (Patricia) to accept the Director's report as presented. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

### 2021 Budget

The budget proposed by the library director reflects reduced salaries due to fewer anticipated substitute hours and the departure of the library intern. It includes an increase in cleaning expenses due to covid19. Possible changes in cola, insurance, and other salary adjustments are not included in the proposal.

Drawing from this year's expenses, the Treasurer suggested that the proposal be modified to reduce the Electrical line item from \$4000 to \$3500, the heating item from \$4000 to \$3500 and to increase the phone item from \$500 to \$600.

There was considerable discussion about what expenditures might be advanced into this year. In particular there is a need to replace three Chromebox computers. Lea suggests replacing them with Windows computers. She will obtain a cost estimate from CCI computers. The fee paid to the State Library for access to the Overdrive digital media offering in year 2021 could be advanced into this year's budget. Lea will determine what other items are needed and how they fit into the 2020 budget line items.

Lea will present the budget to the Town Administrator on September 30. He expects department budgets for 2021 to be essentially the same as those of 2020.

### Building Expansion

Patricia will distribute the most recent detailed cost estimates from Milestone Engineering.

## Foundation Report

\$185,920.60 has been received in pledges and cash, of which \$2190 applies toward the \$25,000 matching grant. Jeanne is sending letters to prospective donors to request their support for the matching grants. Letters can be most effective if they include handwritten notes, so she requests that Trustees send her the names of any prospective donors for whom they can write handwritten notes.

Northcape Design has pledged that \$1000 from the forthcoming duck drop will be donated to the Foundation. A sign will be displayed at the library to announce the duck drop to the public.

Lea suggested that a thermometer-like sign be displayed at the library to show progress being made toward fulfilling the matching grant.

## Staff Evaluations

A motion to enter non-public session in accordance with RSA 91-A:3, II(a) was made by Lynne and seconded by Patricia

Roll call vote:	Lynne Tuohy	Yes
	Patricia Sherman	Yes
	Helen Wright	Yes
	Jeanne Palleiko	Yes
	Elizabeth Courant	Yes

Non-public session was entered at 4:54 pm

After termination of the non-public session a motion was made Patricia and seconded by Lynne to seal the closed session minutes because it is determined that divulgence of this information might affect the reputation of a person other than a member of this board.

Roll call vote to seal minutes:

	Lynne Tuohy	Yes
	Patricia Sherman	Yes
	Elizabeth Courant	Yes
	Helen Wright	Yes
	Jeanne Palleiko	Yes

The motion passed.

## 2021 Compensation

A motion to enter non-public session in accordance with RSA 91-A:3, II(a) was made by Lynne and seconded by Patricia

Roll call vote:	Lynne Tuohy	Yes
	Patricia Sherman	Yes
	Helen Wright	Yes
	Jeanne Palleiko	Yes
	Elizabeth Courant	Yes

Non-public session was entered at 5:56 pm

The closed session was terminated at 6:12 pm

### Budget

After considerable discussion, a motion was made (Lynne), and seconded (Patricia) to accept the budget proposed by the Library Director amended as suggested by the Treasurer (amendments listed above) with the understanding that salary values are subject to change. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

At 6:20 pm a motion was made (Lynne), seconded (Helen) to adjourn. Helen, Lynne, Jeanne, Elizabeth, and Patricia voted in favor of the motion by roll call vote.

Respectfully submitted, Kenneth Tentarelli