

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

**Date:** May 6, 2019

**Type of Meeting:** Business meeting

Library Staff: Lea McBain, Laura Pezone

**Voting Trustees:** Patricia Sherman, Regina Cockerill, Lisa Correa, Lynne Tuohy, Ken Tentarelli (until point indicated below), Helen Wright (after point indicated below)

**Alternate Trustees:** Ken Tentarelli (after point indicated below)

**Members of the public:** None

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

Agenda Adjustment

A motion was made (Lynne), seconded (Pat) and approved by unanimous vote to postpone the Library Director evaluation to June 10 so that the Director has ample opportunity to complete her self-evaluation.

A motion was made (Lynne), seconded (Pat) and approved by unanimous vote to postpone discussion of the CIP meeting outcome until the next business meeting on June 10.

Minutes

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept the minutes of the April 8 meeting.

Report of the Treasurer

A motion was made (Lynne), seconded (Regina) and passed by unanimous vote to accept \$142.80 in unanticipated income.

Pat has requested that Trustee of the Trust Funds Clayton Johnson provide her with the amount of Library Trust fund earnings in year 2018.

Pat reported that salary/benefit expenses furnished by Deb Prussman do not agree with Pat's estimates. The discrepancies are minor and it is expected that Deb will be able to resolve the differences. Other expenses are reasonable with respect to budget projections thus far in the year.

A motion was made (Lynne), seconded (Regina) and passed by unanimous vote to accept the Treasurer's report on the condition that the discrepancies between Pat's estimates and the amounts reported by Deb Prussman can be resolved.

### Report of the Library Director

Intern Sophie Shields requests that she be allowed to put a collection box for homeless vets at the library during the month of May. Lea supports the request because it relates to the Veteran's program being held during the month and to Memorial Day. A motion was made (Pat), seconded (Lynne) and passed by unanimous vote to grant the request.

The consensus of the Trustees is that job postings for the Children's' Librarian should be advertised in all available venues specifying a time limit of three weeks for application submission while indicating that the position will be held open until filled.

The Police suggested that the Library consider using surveillance cameras to deter small thefts that have been encountered recently. The Trustees are concerned that cameras would diminish privacy and impair the reputation of the Library as a safe community space. Lea will inquire how other libraries are dealing with this problem. No other action will be taken at this time.

{ Helen Wright replaced Ken Tentarelli as a voting Trustee at the point }

A patron donated the cost of the fee to allow the Library to access Ancestry.com via the State Library program. Consensus of Trustees is that there is much interest in Genealogy among members of the community so that a program should be held to introduce the ancestry.com capability.

Pat suggested that Paul Francour be asked whether he can perform the work needed to make the fixed panel in the children's room into an openable emergency exit. Pat also suggested that the Fire Department be consulted to determine whether they have any recommendation regarding the type of hardware that should be used.

A motion was made (Lynne), seconded (Helen) and passed by vote of four Trustees with one Trustee being absent during the vote.

### Mahjongg

Regina reiterated the desirability of having community Mahjongg be held at the Library to attract new patrons. However, recreation Director Rosie Johnson is not able to supervise players during the games which can last several hours. Unless the Recreation Department can provide a Town employee for this purpose, there is no action that can be taken by the Library.

### Bylaws

Pat has reviewed our existing bylaws and compared them with those of other selected libraries. Next she will compare them with applicable RSAs.

### Foundation Report

In response to Regina's query, Trustees indicated that her weekly report of Foundation status is beneficial and that having a record of activity could prove useful in the future.

Regina described the approach that will be used with prospective donors.

Regina explained that a minimum of \$6000 in seed money is needed to contract with Charlie Albano, an experienced grant writer and fund raiser. The consensus was that the Trustees should provide seed money to the extent they feel able to do so.

Lynne will write a letter to Fire Department officers requesting their participation in a meeting to acquaint them with the Library expansion program. The goal is to hold such a meeting before the May 24 CIP meeting.

Lynne will invite the Foundation officers of record to a meeting for the purpose of electing new officers.

### CIP Meeting

Pat will make the presentation at the May 24 CIP meeting. She will report an anticipated total project cost of \$1.7 million with a goal of raising 50% of construction cost by private donation. She will also report that if the expansion program is not approved, the library is likely to encounter expenses for a new roof, replacement of the HVAC system, inside painting, and lighting upgrades.

### Next Meetings

Lynne requested that a Trustees' meeting be held on May 20 specifically to prepare for the CIP meeting and to review library employee self evaluations.

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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