

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

Date: July 8, 2019

Type of Meeting: Business meeting

Trustees: Regina Cockerill, Lisa Correa, Lynne Tuohy, Helen Wright, Patricia Sherman
joined at 3:45pm

Alternate Trustee: Ken Tentarelli

Library Staff: Lea McBain

Members of the public: Jeanne Palleiko

Call to Order: The meeting was called to order at 3:38pm

Minutes

A motion was made (Lynne), seconded (Regina) and passed by unanimous vote to accept the minutes of the June 10 meeting and to revise the amount of unanticipated income accepted during the month of June from \$1554.37 to \$2210.

Report of the Library Director

The next installation of poetry along the poetry walk will be made within the next month. Final installation will take longer and will be determined by how quickly funds are raised.

The selection of audio books is expected to decrease over the next year due to restrictions and cost increases imposed by the publishers of popular audio books. These changes affect all libraries.

Performance of the Chromeboxes has been diminishing over time. Lea recommends that we begin replacing them with Windows computers. Patricia anticipates that the library budget can support the purchase of one computer and that the Friends may be able to fund the purchase of a second computer. Lea will obtain a cost estimate from CCI for the purchase of computers equipped with appropriate software.

A motion was made (Patricia), seconded (Lisa) and passed by unanimous vote to accept the Director's report.

Treasurer's Report

Mileage and dues/meeting attendance expenses exceed 50% of their budgeted amounts. Because these expenses are largely incurred at the beginning of the year and the only additional charge should be for Lea's attendance at the NELA conference the annual expense should be within the budgeted amount.

New Children's Librarian

The two applicants interviewed are not ideal for the position, so the job has been reposted. One of the candidates, Amy, is qualified except that she has schedule constraints that conflict with the library's Tuesday afterschool programs. Patricia suggested that two weeks be taken to accept applications from the latest job posting and if no suitable candidates are found that rescheduling of the afterschool program be considered to conform with Amy's schedule.

Children's Librarian Exit Interview

Library Employment Practices section 7.3 states that the Trustees shall conduct exit interviews of employees who terminate their employment voluntarily. Accordingly, a motion was made (Lynne), seconded (Patricia) and passed by unanimous vote for Helen to conduct an exit interview with Emily Squibb on behalf of the Trustees. At her discretion, Lea may choose to conduct an independent interview.

Building Maintenance

Lea will inform the Town Administrator that the Trustees are upset that the Library building has not yet been power washed and that it should be done so its appearance does not reflect poorly on the Town at Old Home Day

Foundation Report

Regina met with Bev and Dan Wolf to get their advice on conducting the capital campaign and to ask that they consider being honorary chairs of the campaign. They are considering the request. They offered to hold events at their house to support the campaign.

The Foundation will have a presence at Old Home Day.

Regina has contacted 15 summer residents in person and via mail to inform them of the library expansion program. She plans to continue contacting others.

The Foundation is exploring the possibility of qualifying under the Community Development Finance Authority (CDFA) program to obtain funding via business tax credits.

Closed Session

At 5:00 pm a motion was made (Lynne), seconded (Patricia) and passed by vote of Lisa, Regina, and Helen to enter a closed session in accordance RSA 91-A:3, II(b).

At 5:34 pm a motion was made (Lynne), seconded (Patricia) and passed by vote of Lisa and Regina to exit the closed session.

Next Meetings

The next business meeting will be held on Monday August 5 at 3:30pm

A motion was made (Regina), seconded (Lynne) and passed by unanimous vote to adjourn at 5:35pm.

Respectfully submitted Kenneth Tentarelli