

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

Date: August 5, 2019

Type of Meeting: Business meeting

Trustees: Lisa Correa, Lynne Tuohy, Patricia Sherman, Regina Cockerill joined the meeting at 3:51pm

Alternate Trustees: Jeanne Palleiko (voted throughout the meeting) Ken Tentarelli (voted until 3:51pm when Regina Cockerill joined the meeting).

Library Staff: Lea McBain, Laura Pezone

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

Minutes

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

Report of the Treasurer

The overall budget is on track as anticipated. The building repair item is significantly below the level based on monthly percentage, but that is because bills from Capital Alarm are received later in the year. There is \$5291 in the checking account which gives flexibility for unforeseen expenses.

A motion was made (Ken), seconded (Patricia) and passed by unanimous vote to accept \$164 in unanticipated income.

A motion was made (Lisa), seconded (Patricia) and passed by unanimous vote to accept the report of the Treasurer as presented.

Report of the Library Director

Many of the children's programs held during July were very well attended. Exceptions were the drop-in programs where attendance was small. Attendance at the summer reading program was below last year's level. The decrease in attendance may be because many other programs were offered.

Lea will begin planning for the 2020 budget. Patricia suggested that cost estimates be obtained for replacement of the HVAC system (from Rob Kenyon), a new roof (from Dennis Pavlicek), and for windowsill rot repair (Jim Bruss).

Shannon Storm is available to substitute on Tuesdays, Thursdays, and Saturdays from November to February. The budget can support this expense since Emily Squibb went off payroll at the end of July.

Lea will distribute cost estimates for replacing Chromeboxes.

The Police Department is obtaining cost estimates for outside surveillance cameras. Lea will request that the company also provide estimates for cameras at the library.

A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept the report of the Library Director as presented.

New Children's Librarian

No new applicants applied for the position of children's librarian. The position requires that applicants have an MLS degree and Lea believes this is an impediment because applicants with MLS degrees want a full-time position with comparable pay and vacation flexibility. Further, afternoon programs present scheduling difficulties for parents with young children. Lea believes that an applicant's ability to work with children is more important than an MLS degree. She cited examples of highly capable and respected librarians at other libraries who do not have MLS degrees.

A motion was made (Lynne), seconded (Patricia) and passed with Lynne, Patricia, Jeanne, and Regina voting in favor and Lisa abstaining.

Lea will distribute the job description via email for review and suggestions by the Trustees.

Children's Librarian Exit Interview

Lynne read the report of the exit interview conducted with Emily Squibb by Helen Wright on July 23. The report stated that Emily's time as a library employee was a completely positive experience.

A motion was made (Lynne), seconded (Patricia) and passed by unanimous consent to accept the report and to request that Lea place the report in the personnel file.

Summer Town Meeting

Regina will give a brief overview of library operation and expansion plans at the summer town meeting on August 19. Lynne will also attend the meeting. Lea will provide Regina with data to be used for the presentation.

Library Expansion Space Need

Patricia provided a drawing that illustrated the location of the library and the proposed expansion in relation to the playground, veteran's memorial, and Bald Sunapee land. Following discussion about the expansion space needed, a motion was made (Lynne),

seconded (Jeanne) and passed by unanimous consent to authorize a letter to the Select Board stating that in response to an inquiry, the Trustees request that a minimum distance of 180 feet from the most westerly face of the existing library building extending eastward toward the Bald Sunapee property be reserved for the proposed library expansion.

Foundation Report

Regina has sent letters describing the expansion project accompanied by personalized notes to the 15% of Newbury landowners with the highest land valuations. She finds people express verbal support for the library but there is a lack of volunteer support.

A consultant hired to explore grant possibilities reported that there are essentially no grants available for construction projects. The consultant will spend the next month appealing for pledges from businesses with the goal of raising at least \$10,000.

Of the \$50,000 that has been pledged, almost all has been from Trustees. Approximately \$4500 has been spent promoting the project.

Regina is doubtful that \$850,000 can be raised by private donation. The Safety Services committee final report to the Select Board assumed that amount would be raised and therefore a comparable amount would be needed from public funds. The report also contained other questionable information that should be corrected. Therefore, Regina drafted a letter for presentation at the Select Board meeting to correct the erroneous and speculative information. A motion was made (Lisa), seconded (Lynne) and passed by unanimous vote to approve the content of the letter and support its presentation to the Select Board.

A motion was made (Patricia), seconded (Lynne) and passed by unanimous vote to adjourn at 5:46pm.

Respectfully submitted Kenneth Tentarelli

Next Meeting

The next business meeting will be held on Monday September 9 at 3:30pm