

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

Date: September 9, 2019

Type of Meeting: Business meeting

Attendees

Trustees: Lisa Correa, Patricia Sherman, Regina Cockerill, Helen Wright, Lynne Tuohy(joined the meeting at 3:43pm)

Alternate Trustees: Jeanne Palleiko, Ken Tentarelli (voted until 3:43pm when Lynne Tuohy joined the meeting.

Library Staff: Lea McBain, Laura Pezone

Members of the Public: Betsy Courant

Call to Order: The meeting was called to order at 3:37pm

Introduction: Regina introduced Betsy Courant who is a volunteer who will be working on event planning and other activities for the Foundation.

Minutes

A motion was made (Patricia), seconded (Helen) and passed by unanimous vote to accept the minutes of the August 5 meeting.

Report of the Treasurer

The end of August marks 66.7% of the year. At that time 61.5% of the budget has been expended.

A motion was made (Ken), seconded (Patricia) and passed by unanimous vote to accept \$235.99 in unanticipated income.

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

Report of the Library Director

Checkouts have decreased significantly in 2019 compared with 2018. Data shows no reason for the decrease. It is possible that the lack of a children's librarian is a contributing factor.

There are still no applicants for the children's librarian. Another round of posting is being done to find applicants for the position.

A discussion was held regarding holiday closings for the remainder of the year. Consensus of the Trustees is that the library will be closed on Monday, November 11 in observance of Veteran's Day. A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to close on Wednesday, November 27 and Thursday, November 28 in observance of Thanksgiving. A motion was made (Lynne), seconded (Helen) and passed by unanimous vote to close on Tuesday, December 24 and Wednesday, December 25 in observance of Christmas. Consensus of the Trustees is that the library should be open on Thursday, December 26. A motion was made (Lynne), seconded (Patricia), and passed by unanimous vote to close at 3pm on Tuesday, December 31 and close on Wednesday, January 1, 2020 in observance of New Year's.

Lea obtained an estimate of \$27,658 from Capital Roofing to replace the library roof. Capital Roofing is the same company that did the roof replacement on the Town Office building. They would match the roofing materials on the Library to those used on the Town Office.

Dave Sullivan of Rene Roofing quoted \$22,000 to replace the roof. He also quoted \$15,000 for exterior work including replacing damaged trim, cleaning and painting the building. He pointed out that the ceiling of the porch also needs repair.

Jeff Malynowski of BPL Heating and Air Conditioning said the cost of repairing the existing HVAC system would be "astronomical." He recommended replacing the entire system.

Hypertherm offers grants to support projects that reduce environmental impact such as energy efficient HVAC systems. Lea will submit a grant application consistent with the HVAC upgrade planned as part of the building expansion.

Patricia reported that funds are available to pay for carpet cleaning. A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to authorize Lea to arrange for carpet cleaning.

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

2020 Budget

A special meeting will be held at 4:15pm on Wednesday, October 18 to discuss the budget for year 2020.

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

Use of library by outside organizations

There was a lengthy discussion about the use of the library by outside organizations. Lea pointed out that public meeting spaces are not permitted to restrict usage based on the content of the meeting. Some libraries have had difficulties when groups use library space for controversial topics. Regina pointed out that permitting outside groups to use the library is

consistent with our goal of serving the needs of the community. It was recognized that a policy will be needed when meeting rooms are made available by the expansion. Currently Lea is denying the use of library space for meetings of any outside groups including the Friends of Newbury Library and the Newbury Library Foundation.

A patron asked permission to use library space, during normal hours, for the purpose of doing for-profit tutoring. The consensus of the Trustees is that this use is consistent with the goal of serving community needs. Also, other patrons do use the library for business-related activities.

The mah jongg group would like to use the library. Lea will ask the insurance provider whether there are any restrictions on library volunteers being authorized to be responsible for conducting out-of-hours activities at the library. A decision on how to enable the mah jongg group to use the library will be made at the October 18 meeting.

Library Expansion Strategy

Foundation members have discussed ways to support both the fire station and library building programs. One possibility is to seek a capital reserve fund of approximately \$380,000 at the 2020 town meeting and to defer the warrant article for the remaining funds until 2021. The capital reserve fund would allow building repairs to be done on an emergency basis should the need arise before repairs can be done in the course of the building expansion. The disadvantage of this approach is that delaying the warrant article might impair the ability of the Foundation to raise funds from private sources. After considerable discussion, a motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to move forward toward submitting a warrant article in 2020 and also to request a capital reserve fund in the event that the warrant article does not pass.

Regina read an excerpt from a forthcoming Foundation brochure stating that the Trustees support the fire station and asking voters to support both the fire station and library projects based on their individual merits. A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote the affirm that the Trustees approve the wording of the brochure.

Input to CIP

Regina reported that it is unlikely that the Foundation will be able to raise \$850,000 from private sources. Raising about \$200,000 seems feasible. Accordingly, she suggests that the value being used by the CIP as the amount to be provided by the town be raised to \$1.5 million (\$1.5 million = \$1.7 million project cost - \$200,000 from private sources). The Trustees accepted her input. She will provide the revised amount to the planning board at its next meeting.

Foundation Report

- + \$66,000 has been raised in the past month bringing the total raised from private sources to about \$100,000
- + An email describing the overall project and Foundation progress has been sent to the email list.
- + A Facebook page was created and is followed by more than 2000 viewers.
- + A new drawing was provided by Rom Lamarre showing the front view of the expanded library.
- + The expansion program was described at the summer town meeting.
- + Regina was interviewed regarding the expansion by Yankee Cable.
- + Meetings are being held seeking donations from area businesses.
- + Grant requests are being submitted to Mascoma and Ledyard banks.
- + A brochure asking for donations will be sent to approximately 1800 recipients.
- + The Foundation has two new volunteers: Brianna Connell and Betsy Courant

A motion was made (Patricia), seconded (Lisa) and passed by unanimous vote to adjourn at 6:08 pm.

Respectfully submitted Kenneth Tentarelli

Next Meeting

A special budget meeting will be held on Wednesday September 18 at 4:15 pm

The next business meeting will be held on Monday October 7 at 3:30pm