

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

Date: December 9, 2019

Type of Meeting: Business meeting

Attendees

Library Staff: Lea McBain

Trustees: Patricia Sherman, Lynne Tuohy, Helen Wright

Voting Alternate Trustees: Jeanne Palleiko, Ken Tentarelli

Public: Richard Wright joined the meeting during the discussion of item 5

Call to Order: The meeting was called to order at 1:30pm

1. Minutes

A motion was made (Lynne), seconded (Jeanne) and passed by unanimous vote to accept the minutes of the November 12 meeting and to redact the name of the employment candidate from the October 7 meeting.

2. Report of the Treasurer

A motion was made (Jeanne), seconded (Lynne) and passed by unanimous vote to accept \$100.84 in unanticipated income.

Expenses of some line items slightly exceeded the budgeted amounts; however, Patricia expects the total expenditures for the year will reach about 93% of the total budget leaving a surplus of \$16,000 - \$17,000 that will be returned to the Town. There may be additional billing of about \$500 in December plus a bill for \$243 that are not reflected in the Treasurer's report.

Patricia discussed with the Town Administrator the appropriateness of moving funds between line items. He reported that the Select Board does not like that practice.

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

3. Report of the Library Director

Data show that patrons have a tendency to use the library differently from in years past: book checkouts are down year-over-year while attendance is growing.

The new children's librarian, Nancy Gove, is fully engaged conducting programs and planning activities for the Spring season. Lea believes that Nancy's experience working with children in schools is proving to be a strong positive.

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

Lea has prepared a draft of a Behavior Policy and she is creating a draft Disaster Policy. These documents will be discussed at the next Trustees' meeting.

4. Surveillance Cameras

There was a discussion of the merits of installing cameras at the library in conjunction with their installation at the Town Offices and the Police Department. Central to the discussion was the need to balance security with patron privacy. Consensus was that it is desirable to have surveillance of the outside front access area including the parking lot. Helen questioned whether cameras to be installed at the Town Offices might provide such coverage. It was agreed that Lea will seek information to clarify a) the coverage that will be provided by cameras on the exterior of the Town Office building, b) who would have access to monitors for observing the video, and c) how long video files will be retained.

5. Library Expansion Warrant Article

Ken presented a proposed warrant article crafted by the Town Administrator for submission to voters at the 2020 town meeting. He reported that if the Trustees approve the proposed article the Town Administrator will present it to the Select Board for their approval. A motion was made (Lynne), seconded (Patricia) and passed by unanimous vote to accept the proposed warrant article.

Lynne presented the draft of an article intended for publication in the Intertown Record to update the public on the status of the library expansion stemming from the October 23 meeting with the Select Board. A few minor changes were suggested by Board members. Lynne will revise the article to reflect the changes and then submit the article for publication.

6. Foundation Report

The Foundation report submitted by Regina in absentia was accepted with no discussion.

7. Disaster Policy

Action on this item was tabled.

8. Meeting dates in 2020

Meeting dates were set as January 6, February 10, March 9, April 6, May 11, June 8, July 6, August 10, September 14, October 5, November 9, and December 7. Subject to availability of the room, all meetings will be held in the Town Office meeting room at 3:30 pm.

9. New Business

There was consensus to ask the Select Board to appoint Jeanne Palleiko as a Trustee to fill the remaining term of Lisa Correa who resigned from the Board.

10. Closed Session

December 9, 2019

Members Present: Patricia Sherman, Lynne Tuohy, Helen Wright, Jeanne Palleiko (alternate), Ken Tentarelli (alternate)

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
	Ken Tentarelli	Yes
	Helen Wright	Yes
	Jeanne Palleiko	Yes

Non public session was entered at 5:14 pm

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

Roll call vote to seal minutes:

	Lynne Tuohy	Yes
	Patricia Sherman	Yes
	Ken Tentarelli	Yes
	Helen Wright	Yes
	Jeanne Palleiko	Yes

The motion passed.

A motion was made (Patricia), seconded (Lynne) and passed by unanimous vote to adjourn at 5:26 pm.

Respectfully submitted Kenneth Tentarelli

