

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

**Date:** March 9, 2020

**Type of Meeting:** Business meeting

**Attendees**

**Library Staff:** Lea McBain

**Trustees:** Jeanne Palleiko, Helen Wright, Lynne Tuohy

**Voting Alternate Trustees:** Ken Tentarelli

Call to Order: The meeting was called to order at 3:32pm

Minutes

A motion was made (Jeanne), seconded (Helen) and passed by unanimous vote to accept the minutes of the February 10 and February 24 meetings.

Report of the Treasurer

Patricia provided a preliminary report of expenditures in January. The report did not include unanticipated income. Anticipated expenses were 16.67% of budget; actual expenses were 13.4% of budget. Lea pointed out that expenses for acquisitions are not included in the report.

A motion was made (Lynne), seconded (Ken) and passed by unanimous vote to accept the treasurer's report.

Report of the Library Director

Lea distributed copies of the Director's report. She described the precautions being taken in light of the Corona virus. These include posting instructions for cleaning hands in the washrooms, having hand sanitizer available and advising staff to not report for work if they have symptoms. Lea will create a policy to describe conditions under which the library may be closed if adequate staff is not available. Lynne suggested having tissues and steri-masks available,

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

Staff adjustments

Notification has been received from Laura's doctor approving her return to work on March 23. Laura is eager to return and may seek approval for an earlier return.

Planning for Town Meeting

Lea will speak regarding the annual budget. She will stress the outreach programs provided by the library such as homebound deliveries and craft programs at Friendship house. Lynne will propose the amendment to the warrant article and answer any questions that may be raised by the public. Jeanne will speak on behalf of the warrant article to provide information about efforts and progress made by the Foundation.

#### FMLA Procedures

Jeanne expressed concern that the policies and procedures are in two separate documents. She believes it would be more user-friendly to have all related information in a single document. Lynne noted that section 1b of the document should specify “illness or injury” not just ‘illness.

#### Behavior Policy

Jeanne suggested consolidation all *right of appeal* information by moving it from sections 2 and 3 to section 4. Lynne noted that staff members, not just the library director, will notify the police in the event of dangerous situations.

A motion was made (Lynne), seconded (Helen) and passed by unanimous vote to accept the policy as amended.

#### Town Personnel Manual

Lea reported that she spoke with part time employees and they understand the motivation for the library to adopt the same vacation and sick leave policies as the Town. Ken proposed that the library also adopt the same policy as the town regarding jury duty.

A motion was made (Jeanne), seconded (Lynne) and passed by unanimous vote to adopt the policies in the Town Personnel Manual regarding sick leave, vacation, and jury duty.

#### New Business

The annual Library Trustees Association meeting will be held on May 12. Lea will help Jeanne register as a trustee to enable her to attend the meeting.

The meeting was adjourned at 4:38pm

Respectfully submitted Kenneth Tentarelli