

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

**-Draft-**

**Date:** January 11, 2021

**Type of Meeting:** Business meeting posted for public attendance and conducted by video conference

**Attendees**

**Library Staff:** Lea McBain, Laura Pezone

**Trustees:** Jeanne Palleiko, Patricia Sherman, Helen Wright, Elizabeth Courant, Lynne Tuohy

**Non-voting Alternate Trustee:** Ken Tentarelli

Call to Order: The meeting was called to order at 3:31pm

Meeting Minutes

A motion was made (Jeanne), seconded (Helen) to accept minutes of the December 7 meeting as distributed. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

Treasurer's Report

Since year end 2021 data will not be available from the town until mid-January, Patricia included estimated expenditures in the December Treasurer's report. The report shows year end expenditures to be approximately \$20,000 below budget.

A motion was made (Patricia), seconded (Lynne) to ask the Select Board whether unexpended funds could be applied to the library expansion. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

A motion was made (Lynne), seconded (Patricia) to accept \$21.00 in unanticipated income. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

A motion was made (Lynne), seconded (Jeanne) to accept the treasurer's report as distributed. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

Director's report

Statistics show patrons are moving toward using digital media. Porch pickups have been popular with patrons. Virtual programs are planned for January and February.

The staff will be meeting on Tuesday, January 12, to plan for re-opening.

A motion was made (Lynne), seconded (Patricia) to accept the director's report as distributed. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

#### Trustee meeting times

A motion was made (Patricia), seconded (Lynne) to change the day and time of Trustee meetings to the first Wednesday of each month at 5pm. The change to be effective beginning with the April meeting. Patricia, Jeanne, Elizabeth, Helen and Lynne voted in favor of the motion by roll call vote.

#### Preparation for town meeting.

Consensus of the Trustees is that due to covid it will not be possible to have in-person sessions to promote the library expansion to voters; therefore, other means such as downloadable video will need to be used. Ads in the Shopper and/or the Intertown could be used to inform voters when the video becomes available. The ads might also include the names and phone numbers of Trustees who would be available to answer voters' questions.

Elizabeth suggested that the video describe the benefits to the town of the library expansion and not just focus on the building itself. Helen suggested that the video be shown continuously on a display in the town office lobby.

Patricia will contact Ron Lamarre to ask 1) whether he can prepare a video for this purpose, 2) whether he can meet with Trustees via zoom, tentatively at 3:30pm on January 25, and 3) whether he can give a presentation at town meeting.

#### Foundation Report

The Select Board unanimously approved the warrant article for the library expansion. The Foundation committed to raising \$500,000 toward the building cost. The Select Board and town citizens are impressed by the amount that has been raised thus far.

An article has been submitted to the Intertown Record to provide an update on progress toward the expansion and an explanation of the warrant article.

The Sugar River Bank contacted Jeanne to reiterate their intention to contribute to the expansion project.

#### New Business

Patricia proposed that a written memorandum of understanding be created to reflect the sharing of responsibility for the library between the Trustees and the Town. She will circulate to Trustees a draft letter to the Select Board stating the desire of the Trustees to create such a document and to enlist the support of the Select Board..

At 4:36 pm a motion was made (Jeanne), seconded (Helen) to adjourn. Helen, Lynne, Jeanne, Elizabeth, and Patricia voted in favor of the motion by roll call vote.

Respectfully submitted, Kenneth Tentarelli