

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

-Draft-

Date: August 10, 2020

Type of Meeting: Business meeting conducted by video conference

Attendees

Library Staff: Lea McBain, Laura Pezone

Trustees: Jeanne Palleiko, Patricia Sherman, Helen Wright, Elizabeth Courant, Lynne Tuohy (joined at 3:42 pm)

Voting Alternate Trustees: Ken Tentarelli

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

Meeting Minutes

A motion was made (Ken), seconded (Patricia) to accept minutes of the July 6,27, August 3 meetings as distributed. Patricia, Jeanne, Elizabeth and Ken voted in favor of the motion by roll call vote.

Treasurers Report

Expenditures at 50% of budget at 58% point of year. Checking account balance is \$7788. Some bills paid from checking account will be reimbursed by the Friends. When that happens, the balance will rise to about \$8300.

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

Directors report

A variety of activities have been held for families including reading kits for children and young people (grades K-12), links to storytime videos, and booklists. A survey is being done to gauge patron response to the activities.

The library opened to the public with restrictions two weeks ago. In general people have cooperated in following the restrictions. Cleaning has not been as issue.

The Friends sent out their annual appeal letter and checks are beginning to be received in response to the appeal.

Lea proposed having a professional power washer clean the outside of the building. Cleaning done in the past by town personnel has not been effective and mold is becoming a concern. Patricia suggested hiring a professional cleaner and sending the bill to the town. If the town objects to paying, then the Trustees can assume the cost with the understanding that it not be taken as a precedent for future years.

A discussion was held on the Pandemic Policy proposed by Lea. Lea reported that in addition to the policy, which will be published to the public, procedures will be made available for the library staff.

A motion was made (Lynne) and seconded (Patricia) to accept the proposed Pandemic Policy with the word 'unique' removed. Patricia, Helen, Lynne, Jeanne, Elizabeth, and Ken voted in favor of the motion by roll call vote

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

Building Expansion/ Architect Calls

Frank Lemay of Milestone Engineering will meet with mechanical and electrical engineers at the library on Tuesday, August 11 to assess HVAC options. Patricia will verify with Ron Lamarre whether a conference call will be held on Wednesday, August 12 to discuss costs for HVAC and siding alternatives. Lea reported that the next regular architect conference call will be held on Monday, August 17.

Foundation Report

Jeanne sent a mailing including new brochures to those who made cash donations in 2019. Additional donations have been received from 20% of those who received that mailing. A second mailing was sent to those who contributed to the 1998 building expansion. The total amount of private funds raised thus far is \$183,040.

New Business

Depending on the corona virus situation, Lynne will decide in two weeks as to whether the September Trustee meeting will be held online or in-person.

At 4:16 pm a motion was made (Patricia), seconded (Lynne) to adjourn. Helen, Lynne, Jeanne, Elizabeth, and Ken voted in favor of the motion by roll call vote.

Respectfully submitted, Kenneth Tentarelli