

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

**-Revised  
Draft-**

**Date:** May 5, 2021

**Type of Meeting:** Business meeting

**Attendees**

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

**Trustees:** Jeanne Palleiko, Eric Boyer, Helen Wright, Betsy Courant, Lynne Tuohy

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

**Member of the Public:** Patricia Sherman

Call to Order: The meeting was called to order at 4:59 pm

Meeting Minutes

A motion was made (Eric), seconded (Jeanne) and passed by unanimous vote to accept minutes of the April 7 and April 28 meetings.

Treasurer's Report

Expenses to date amount to approximately 30% of the annual budget at the 33% point of the year. Expenses for heating and postage exceed 33% of the budget because heating expenses are higher in winter months and postage expenses are not constant throughout the year.

A motion was made (Lynne), seconded (Helen) and passed by unanimous vote to accept \$1967.52 in unanticipated income. This amount includes income from the trust funds for the year 2020.

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

### Director's report

Lea proposed that the library re-open at as follows: Monday 12 noon to 8 pm; Tuesday through Thursday 9:30 am to 5:30 pm; Saturday **10 am** to 2 pm; Sunday 12 noon to 5 pm. Tuesday through Thursday hours are shifted one-half hour earlier than previously to accommodate patron needs. A motion was made (Lynne), seconded (Helen) and passed by unanimous vote to accept the revised schedule.

Laura finished preparing the Welcome children's book collection donated by the **New London Rotary Literacy Committee** and the Newbury Library Friends. This collection includes more than **sixty** books.

The library in conjunction with the Friends and the Newbury Beautification Committee are preparing welcome bags for new town residents. The bags include information about the town and coupons plus gifts from local merchants. It is expected that relatives will purchase the bags to give to new homeowners. Bags will be available at the library for renters.

Three rounds of grants to libraries made available by the American Recovery Plan Act are being administered by the state library. The first round will entertain requests up to the amount of \$1000. The second round will accept requests up to \$10,000. The following were mentioned as possible items that the Newbury Library might request:

- A screen and sound system for programs presented at the Vets Hall
- Furniture and a tent for outdoor programs during the summer
- A digital whiteboard for interactive programs

The Friends are uncertain whether they will run a sale during Old Home Day. Trustees are willing to help with the book sale if doing so will encourage the Friends to run the sale. Eric will attend Friends' meetings as a representative of the Trustees.

A motion was made (Lynne), seconded (Eric) and passed by unanimous vote to accept the Director's report as presented.

### Election of Officers

A motion was made (Lynne), seconded (Jeanne) and passed by unanimous vote to accept the following slate of officers for the 2021-2022 year:

- |                  |                  |
|------------------|------------------|
| Chairperson      | – Lynne Tuohy    |
| Vice Chairperson | - Eric Boyer     |
| Treasurer        | -Jeanne Palleiko |

Secretary - Helen Wright

### Alternate Trustees

A motion was made (Lynne), seconded (Helen) and passed by unanimous vote to request that the Select Board appoint Patricia Sherman and Ken Tentarelli as Alternate Trustees for the 2021-2022 year:

### Foundation Report

Jeanne distributed a copy of the letter she intends to send to the Intertown Record to thank voters who support the library expansion warrant article at town meeting.

Jeanne reported that a total of \$501,041.75 has been raised in donations and pledges thus far.

Jeanne contacted the two donors whose pledges were contingent on the warrant article passing and both said that they will continue their pledges for another year. She also learned that it is not necessary to ask other donors if they wish to continue their pledges since the pledge agreement did not say that pledges are subject to the warrant article passing.

The Foundation has approximately \$149,499 in cash. Jeanne will contact Dan Wolf (administrator of the town's trust funds) to ask whether he can administer a trust fund for the library expansion so that the cash can be invested in an interest-bearing CD.

### Town Meeting Recap

The following analysis/observations were made regarding the town meeting and possible approaches to follow in the future:

It was noted that not many fire fighters were present to support the library.

- It was learned that many people in town are not aware of range of services offered by the library. Patricia offered to write periodic submission for the Intertown Record's Newbury News column that will focus on library services in a story/anecdotal style.
- Many newcomers to town don't know how town meetings function. It was suggested that information about town meetings be included in the new resident welcome bags.
- A children's activity held during the next town meeting could allow parents of young children to vote.
- Dan Wolf offered to organize a phone tree prior to next years town meeting to remind voters to vote. Other means, such as texting potential voters, could be used in addition to telephone calls.
- A position needs to be established on how the library's operating budget will be affected by the expansion. The position should note that the line-of-sight design, new efficient lighting and a new efficient HVAC system will serve to lower operating expenses.

- Discussion was terminated quickly preventing some people, including Police Chief Wheeler, from speaking even though they were in line.
- People who work on Saturday mornings were unable to attend the meeting.
- Some people had conflicts with their children's Saturday morning sports activities
- **Some voters took it for granted that the warrant article would pass so the didn't vote.**

A second warrant article may be needed next year to fund major renovation items in the event that the warrant article fails.

Contractors have advised that the library roof is in urgent need of replacement. Jeanne will request that Patricia ask Milestone Engineering how to do the replacement in a manner that is consistent with the expansion plan. That information will be given to the town administrator since roof replacement is a town responsibility.

At 6:52 pm motion to adjourn was made (Helen), seconded (Eric) and approved by unanimous vote.

Respectfully submitted, Kenneth Tentarelli