

DRAFT

Newbury Public Library

Newbury NH

Library Board of Trustees Meeting

Date: June 9, 2021

Type of Meeting: Business Meeting

Attendees:

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

Library Staff: Lea McBain, Laura Pezone

Member of the Public: Patricia Sherman, Rachel Hall and spouse, Richard Wright

Call to Order: Eric Boyer, Vice Chair, called the meeting to order at 5:07pm. (Lynne had not arrived)

Meeting Minutes:

A motion was made (Eric) and seconded (Jeanne) and passed by unanimous vote to accept the minutes of the May 5, 2021 meeting.

Treasurer's Report

Jeanne reviewed the treasurer's report. Excluding heat and postage, we are running under budget for the year. Unanticipated income \$79.75. Vote to accept unanticipated income, motion made by Eric and seconded by Betsy. All in favor.

Re: Funded by the library for May, an ad in Echo Press for \$62.80 and \$180 to NHLTA for membership. April, Funded by the library was \$20 for ILL which was paid for by a patron, so would like to ask to remove that from future treasurer reports.

Jeanne mentioned that she met with the Town Auditors. She gave them all the things that they requested. They offered a number of suggestions, including where we prefund things for the Friends. Those are fairly large checks and the Trustees should be aware of that. Jeanne will figure out a way to put that information on the Treasurer's report. The auditor also suggested that when Lea submits bills "OK to Pay", she should put her initials on them. Jeanne currently puts her initials on those items she does. Motion to accept Treasurer's report as amended to remove the \$20 for April and remove from future reports. Seconded by Betsy, all in favor.

Lynn arrived at 5:14p. Eric was thanked for presiding over the meeting.

Library Director Report

Lea reviewed the May numbers. We are down from last year, but the numbers are improving. The Selectboard signed the MOU. We need to hire a replacement for Sophie, our student intern. Would like to increase the pay for this position. She would like to purchase a replacement computer for the public computer. Staff evaluations are underway and she hopes to have them completed by the end of the month.

Re: ARPA funds, \$1200, Lea will be applying for these funds, and plans to apply them toward Hoopla.

Re: Sunday, July 4, should we close the library as well as Monday, July 5 for the Town observed holiday. After discussion, Lynne moved to closed he library on Sunday, July 4 and Jeanne seconded it. All in favor. Pete Mitchell (who is hourly) would be working that Sunday and Monday. Jeanne moved that employees who are hourly and scheduled to work on a holiday, be paid for that day. Seconded by Eric and passed by unanimous vote.

Friends meeting upcoming, looking for help to bring books upstairs for Old Home Day Booksale.

Lea asked to have carpets cleaned after a patron flooded the toilet. The library will be power washed on July 5th by Yankee Power Washing Service. Estimate for \$653 for window washing by Granite State. After discussion, the Trustees voted to approve the carpet cleaning and Lynne moved to pay for the window washing and Jeanne seconded. All in favor.

Discussion relative to designing and building bookshelves that will be custom made by the NH State Prison shop. \$750 each for 2 bookshelves. Lynne moved to allocate \$1500 to purchase the two bookcases, Jeanne seconded and all were in favor.

Lynne questioned about the certain car plugged into the library at late night hours. Should we purchase a lock for the outlet and only allow access during library hours. After discussion, it was decided to leave it as it is and Jeanne moved to accept the Library report and Betsy seconded. All in favor.

Review Pandemic Policy

Rachel Hall and her spouse attended the meeting. Rachel presented information relative to mask mandates for small children. She asked if the Trustees would reconsider the mask mandate requirements for adults and children at the library. Lynne asked Lea how she and Laura felt about this. Lea said that the board sets the policy. Lea also said that story time is currently outdoors and she said that she would like to say that masks are recommended, not required outside. It would be up to the individual if it is outside. Patricia mentioned that the library is trying very hard to make accommodations for people who have different views and different medical conditions and hopefully in the next 6 months, things will get less difficult as we go on. The library is reviewing policy and making any changes that make sense for the majority. If we can accommodate children in an outdoor setting, we will try. If we made the decision to not wear masks, that might bring problems with our staff and patrons who come into the library. We need to weigh what is a fair policy. Jeanne moved that for outdoor programs, the library recommends masks but does not require masks. Seconded by Lynne and all in favor. Relative to indoors, the policy will stay the same and Jeanne moved to keep the indoor policy the same and Eric seconded. All in favor. We will revisit this policy monthly, due to information changing daily. Lynne thanked Rachel and her husband for coming in.

Roof Repair

Patricia spoke with Frank LeMay relative to the condition of the library roof. He said the roof needs repair, and it can be patched without spending a fortune. He did not recommend replacing the entire roof, as there are no leaks yet. Lea is concerned about the area of the Children's room. The Town will pay for the repairs. We will do the minimum to get by until next year and hope for the expansion. Betsy asked if our alarm company has water detection services. Lea was unsure, but she will call alarm company to see if they have some system for water detection.

Trustee By-Laws

Patricia questioned that there wasn't an appendix II. Lea said it was Roberts Rules of Order and would attach it.

Patricia said the policy did not have any language about alternates. It was suggested by Ken in an email to add the following sentence to the 2nd paragraph of Article I. "Additionally, there may be as many as 3 alternate Trustees in accordance with RSA 202-A:10."

Patricia asked what is the process for getting an alternate on board. Leas said it was probable the responsibility of the Chairperson to notify Selectboard. Patricia would like to be an alternate.

It was recommended that Article IV be revised to and insert underlined verbiage. The Trustees shall prepare an annual budget "in coordination with the Library director" indicating what support and maintenance of the library.....and so on.

Laura asked about who prepares the agenda. Ken has been preparing it but according to the by-laws it is recommended that the Chair prepare the agenda.

Discussion ensued relative to Article II, Meetings, the last paragraph relative to Special meetings. That paragraph will be deleted and Lea will add the language in the Right to Know Law relative to meetings. NH.gov, RSA 91A.

Also, Lea mentioned that the Chairperson is responsible for ensuring that the Library Director receive an annual review. Lynne will work on it.

Lea will amend the By-Laws and we will review at the next meeting.

Foundation Report

Jeanne requested that we have a foundation meeting following this meeting.

Jeanne stated that the foundation has raised nearly \$502,000 in total. She has mailed 182 letters to people who have donated or pledged, and if they had not given money in the last 6 months, she put a donation envelope in the letter. She received a \$500 donation that was matched by Mass Mutual. Money is not rolling in. She needs to decide on donation language for the next letter. The reason we need to have a Foundation meeting is because we need to invest \$150,000 that is current in cash not earning interest.

No New Business and no input from the Public.

Lynne made a Motion made to adjourn, 2nd by Helen, All in favor. Meeting Adjourned at 6:29p,

