

# DRAFT

Newbury Public Library

Newbury NH

## Library Board of Trustees Meeting

**Date:** July 7, 2021

**Type of Meeting:** Business Meeting

**Attendees:**

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

**Alternate Trustees:** Patricia Sherman, Ken Tentorelli

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

**Member of the Public:** None

**Call to Order:** Lynne Tuohy, Chairman called the meeting to order at 5:00pm

### Meeting Minutes:

A motion was made by Lynne, seconded by Jeanne and passed by unanimous vote to accept the minutes of the June 9, 2021 meeting.

### Treasurer's Report

Auditors mentioned that the Trustees need to know if there are any outstanding reimbursements from the Friends.

Unanticipated income is picking up , \$245.40. Lynne moved to accept the unanticipated funds and Betsy 2<sup>nd</sup>, all in favor.

Patricia mentioned we have \$10,000 in the checking account. After discussion, it was moved by Jeanne to acquire a CD at Bar Harbor Bank in the amount of \$7,000 at .45% for one year, and leave approximately \$3,000 in the checking account. Jeanne made a motion to put \$7,000 in a CD at Bar Harbor Bank @ .45% for one year, it was seconded by Helen, all in favor.

Motion made by Lynne to approve the Treasurer's Report, Helen seconded, all in favor.

### Director's Report

Lea said checkouts are up, a difference of 1292 for the year. Lea reviewed the programs activity. Discussion about the Foundation table at Old Home Day. The Friends group potentially has two new members. The Friends book sale will be held on Old Home Day from 10-2. Discussion about the Library building. The building was power washed on July 3 and looks much better. The carpet was cleaned July 2<sup>nd</sup> and the windows will be washed on July 12<sup>th</sup>. Summer Town meeting is July 19<sup>th</sup> and will be held

with the Selectboard meeting. Lea will be attending to represent the library and asked that a Trustee also be in attendance to talk about what the Library is doing and plans for expansion. Summer residents are not voters but could be potential supporters and contributors. Summer reading programs have started for children and teens. They have prizes and gifts planned for the challenge. Patricia offered to donate \$50 towards gifts. The library will be running Technology workshops, Ancestry, Canva (a graphic design program) and Overdrive . Plan to place an ad in the Kearsarge shopper relative to the upcoming Technology programs. Lea discussed that she has a candidate for the student intern opening. Staff evaluations ready to discuss in closed session.

Helen made a motion to accept the Library Director report, Lynne seconded, all in favor.

#### Pandemic Policy

Jeanne reviewed the report that Lea sent out giving a sense of what other libraries were doing relative to mask policies. Discussion ensued relative to which libraries required masks. The middle ground was masks requested, but optional. Lea said more patrons than not have been coming in without a mask. The sign on the door still says masks required. Lea said that the Trustees set policy and as of last months meeting, masks were required. Two staff members do not want to wear masks any longer. Lynne asked Lea and Laura what they recommend relative to our policy. Lea stated that it was a board decision. Jeanne said that we still offer curbside pickup for those who are uncomfortable. Lynne moved that the Bd of Trustees no longer requires masks in the library but be mindful of health status as some in our community remain unvaccinated. Eric 2d, Betsy voted No and all others in favor. Lea will compose a revised pandemic policy and present it at the next meeting.

#### Trustee By-laws

Revised by-laws changes sent out. Lynne moved that we approve the revised by-laws, Eric seconded, all in favor.

#### Foundation Report

Not much to report, Duck Drop is considering what local town charities would benefit this year. Contributions, coming in \$20, \$30, etc. not much. We purchased the CD for \$150,000 and the \$20,000 CD rolled over as well.

#### Summer Town Meeting July 19, 2021

Lynne asked if summer town meeting might be an opportunity to solicit donations. Discussion ensued. We will need to talk to Dennis. We can discuss what the library offers to the public. Lea will attend, and she will talk about adult services and promote other services. Lynne and Jeanne will collaborate on the presentation.

#### New Business:

Patricia would like the Trustees to write a letter to the Selectboard stating that they should not encourage the Police Department to submit a warrant article next year. We were told to wait our turn and now it is our time. Also state that it is not for our benefit, it is for the benefit of the town. Depending on the reaction from the Selectboard, we may send letter to Intertown Record. Have the letter ready for August 2<sup>nd</sup>. Schedule a special board meeting, Tuesday July 20 @ 4:30p. Lynne will

volunteer to work with Helen to write the letter. Jeanne also mentioned that the Auditor said that our warrant article was written incorrectly. The bond article should be written for the entire amount.

Signatures needed for Patricia's appointment as Alternate Trustee.

Lea also said we did receive the Arco Grant for \$1,242. Another grant that Lea is considering applying for is the Shark grant. Up to \$20,000. Discussion ensued. Because it is government funds we have to submit what it will be used for. Looking for ideas for using our outdoor space that could be used for this grant. We will discuss this at the meeting on July 20<sup>th</sup>.

Lynne moved to go into closed session to discuss employee evaluations and new applicant. Erik seconded, roll call: Erik -yes, Jeanne-yes, Helen-yes, Lynne-yes, Betsy-yes.

Respectfully submitted,

Helen Wright, Secretary

