

Newbury Public Library
Newbury NH
Library Board of Trustees Meeting Minutes

Date: September 8, 2021

Type of Meeting: Business meeting

Attendees:

Library Staff: Lea McBain, Laura Pezone

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

Alternate Trustee: Patricia Sherman, Ken Tentarelli

Members of the Public: none

Call to Order: Lynne Tuohy called the meeting to order at 5:02 p.m.

Meeting Minutes:

A motion was made by Jeanne and seconded by Lynne to approve the August 11, 2021 minutes with one adjustment of removing the words non-voting members from the minutes. All in favor.

Treasurer's Report

Postage and acquisitions are just over budget, but overall we are at 62.19% Relative to previous unanticipated income, a check for \$34.84 was sent to the Friends which they have received and cashed. There are now 2 boxes for contributions. One at the coffee maker and the other at the desk. Unanticipated fund balance is \$40.26. Lynne moved that we accept \$40.26 in unanticipated funds and seconded by Helen. All in favor. Eric arrived and Ken stepped down as a voting member. Motion to accept Treasurer report, seconded by Helen and all in favor.

Librarian's Report

Lea stated that library has pretty much recovered from the previous year. Last year was a strange year for numbers due to Covid. More people are using Hoopla and Overdrive. Good numbers for summer reading program also had an excellent turnout for the Abenaki program.

Need to set Holiday dates through the end of the year. Relative to Covid, Lea spoke with Wayne Whitford and he is going to be talking to the Selectboard about tightening up regulations. Lea said we are experiencing an increase in cases in the area. Discussion about sponsoring a vaccination van site. Lea will look into it.

Lea thinks we need to think about doing strategic planning. She has looked into what other libraries have done. Patricia mentioned that maybe we should consider a strategic plan after the expansion. We might need a year to assess the library needs. After much discussion, it was agreed that we need to advocate for our library and the expansion.

Lea stated that we need approval to purchase the second circulation computer and accessories. Approximately \$2000, and it would be at the front desk opposite the circulation desk. We can take the money out of our technology budget. Currently we have \$3,525 in the technology budget. Lynne moved to approve approximately \$2000 to purchase the circulation desk computer. Seconded by Patricia and all in favor. CCI has said that Lea and Laura's computers will need to be replaced. After discussion, Patricia made a motion to take \$2500 from unused budget line items (mileage and professional dues) for required replacement of staff computers, based on CCI recommendations. Seconded by Lynne and all in favor.

Second Wind gave a quote for a Kinetico Upflow neutralizer to treat the water. We need to talk with Dennis about this. We should also look into having the water tested.

Lea has a quote for a new phone system. Patricia will talk with Frank about it and see if it is in the contract.

Holiday dates: Thanksgiving – Wednesday, Thursday and Friday off. Christmas – Saturday and Sunday (library is closed on Friday. New Year's – Saturday and Sunday. Motion made by Lynne, seconded by Patricia, all in favor.

Lynne moved to accept library directors report, Patricia seconded, all in favor.

Pandemic Policy

Because of the increase in active cases in Newbury and surrounding towns, we are urging patrons to wear a face mask when in the library building. Lea would like to reimburse employees for mileage, for covid testing.

Library Policy Document

Discussion ensued relative to changes to certain policies. Jeanne had some questions relative to wording of policies concerning email policies, ILL policies on payment of lost books. Discussion on after hours library usage by other organizations. Outside organizations may not use library after hours. Lea will revise wording of the library usage policy. Discussion on Programming policy. Jeanne also mentioned the photography and filming policy in section 6. Lea referred to a state RSA on the filming and confidentiality policy. The photography and filming policy was tabled until further research.

Lynne moved to approve library policy document minus provision of photography and filming as amended during our discussion and we will revisit it at our next meeting. Patricia seconded and all in favor.

Lisa

Lisa did the drawings with Ron at Lavalley Brensinger. Lisa left the firm in April. Town meeting was May 1. Chris didn't tell us that Lisa was gone at Town meeting. Patricia and Lea should talk to Chris about where we are at. The library owns the plans. Jeanne asked if we can get an updated guaranteed maximum price. Jeanne is concerned about the campaign message will be. Patricia will talk to Frank. Lynne requested that we table the discussion and have a special meeting on Tuesday, September 21 at 5pm. This meeting will only be on the expansion. Jeanne said the foundation has raised \$502,848.77.

Budget Discussion

The salaries numbers in the budget do not include cola and merit. Wages were increased to make wages competitive with other libraries. Lea did not discuss Lea and Laura salaries. The budget is 7% increase in salaries over last year. Supplies, postage, electric have stayed the same. Jeanne mentioned the line item for children's department should be children's supplies. Patricia asked if we are still getting the support from the Friends. Lea said she builds the budget for the Friends. Under acquisitions, add an additional line called digital media which is in addition to books. Lea will revise budget. The acquisitions budget will be reduced from \$17,000 to \$14,000. We will talk about repairs to library at the next meeting. We will open the September 21st meeting with a closed session to discussion compensation for Lea and Laura.

Helen made a motion to adjourn and Eric seconded, all in favor. Meeting adjourned at 7:15p.

Respectfully submitted,

Helen Wright