

Newbury Public Library
Newbury NH
Library Board of Trustees Meeting Minutes

Date: October 13, 2021

Type of Meeting: Business meeting

Attendees:

Library Staff: Lea McBain, Laura Pezone

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

Alternate Trustee: Patricia Sherman, Ken Tentarelli

Member of the Public: Alesha Forget, President of the Friends

Call to Order: Lynne called the meeting was called to order at 5:00 p.m.

Meeting Minutes:

A motion was made by Lynne and seconded by Jeanne and passed by unanimous vote to accept the minutes of the September 8 and September 21, 2021 meetings.

Treasurers Report:

Supplies increased due to ink, postage, and acquisitions. Unanticipated income was \$104.21. A motion was made by Lynne to accept unanticipated income, and 2nd by Jeanne. All in favor. A motion was made by Lynne and 2nd by Patricia to accept the treasurers report. All in favor.

Library Directors Report:

Statistics overall look good. Digital use has increased. Virtual programs increased. Due to COVID cases on the rise in the area, we will be discontinuing in person children's programming and will be continuing program bags. We will continue to urge patrons to wear masks when entering the library. The library has posted a graph for people to see the statistics of numbers of people in the area with COVID. Lea still feels comfortable holding small group programs for adults but not children's programs. There is one additional Town holiday due to the new Federal holiday Juneteenth. It will be observed on June 19. Health and dental insurance rates have gone down for next year by 8.1%. The new Mike Moss bookshelf is in the children's room. The HVAC system was checked on October 13, new filters will be put in and it looks good for this year. The library received a Sharp grant of \$3,900 for use in creating an outdoor space for patrons. Questions was raised about which EIN # we should be using for grant purposes. We should be using the Towns EIN and not the library EIN. We should change the EIN on the checking

account to the Towns EIN #. Alesha mentioned that December 13 is the next Friends meeting. Lynne motioned to accept the director's report and 2nd by Jeanne. All in favor.

Foundation Report

Foundation grant paperwork was submitted again to Mascoma Bank on October 1 for \$20,000. The IRS form 990EZ for 2020 tax paperwork is nearly complete and should be submitted this week. We have Bronze certification from GuideStar. Jeanne went to two seminars on Digital Marketing. The amount of \$1,322,557 was the amount submitted to Mascoma Bank for the warrant article. The Foundation will make up the difference of \$590,957. Dennis said that he thought that keeping the town portion the same would be a strong positive statement for the voters. This leaves a current gap of \$98,117 which reflects the increase in projected cost of construction, plus expenses of \$10,000 already incurred. Dennis also said he thought the warrant article would pass this time. We still need to work very hard. The Police station will be on the warrant as well in 2022. We need to revisit the plans with Ron and see if there are any items that could decrease costs. Patricia will contact Frank about costs and get back to us on the November 9 meeting. We will table any discussion on the warrant article numbers until Nov 9th. Jeanne distributed a flyer for the Trunk or Treat on October 30 from 10a – 2p. Helen and Ken volunteered to help Jeanne hand out candy. Flyers will be distributed at Town office, post office, the bank, elementary school, transfer station, facebook, etc. Jeanne plans to do a mail campaign for repeat donors in early November, after tax bills are out. November 30 is giving Tuesday. She will need phone numbers and email addresses. Jeanne is working on voter registration lists. Jeanne distributed a list from A-F about who voted at Town meeting. If possible, try to get cell phone numbers and email addresses. We need this master list to encourage people to vote. Lynne moved to accept Foundation report, Patricia 2nd, all in favor.

Discussion on Ron and Lavallee Brensinger

Lisa had departed Lavallee Brensinger prior to May 1 Town meeting. Patricia mentioned that we decided to stay with Lavallee Brensinger for liability insurance. Ron is willing to work with Lavallee Brensinger. There is no one left at Lavallee that has institutional memory. Lea asked what is the next step that we need to take. We need to know if Lavallee is amenable to working with Ron. We will still need a Project manager. Patricia will draft a letter to Chris Drobak outlining what has been done. Also mention that we were not notified that our entire team was no longer there. She will send a copy to all the Trustees for review. We will discuss it at the next meeting.

Meeting Dates and Times

The next meetings will be Tuesday, November 9 at 5pm, and Tuesday, December 7 at 5pm.

At 6:16pm, a motion was made to go into a closed session, Jeanne moved and Patricia 2nd. Lynne Tuohy -yes, Jeanne Palleiko – yes, Patricia Sherman – yes, Helen Wright – yes, Betsy Courant – yes.

Input from the Public: none

Respectfully submitted, Helen Wright