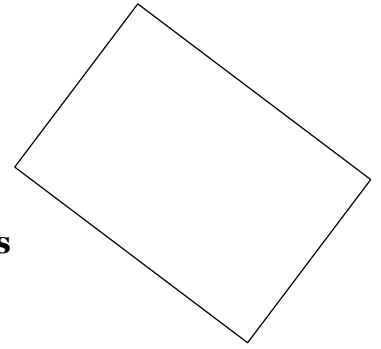


**Newbury Public Library
Newbury, NH
Library Board of Trustees Meeting Minutes**



Date: December 7, 2021

Type of Meeting: Business meeting

Attendees

Library Staff: Lea McBain

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

Alternate Trustees: Ken Tentarelli, Patricia Sherman joined meeting at 5:12pm

Call to Order: The meeting was called to order by Board Chair Lynne Tuohy at 5:01 pm

Meeting Minutes

A motion was made (Eric), seconded (Jeanne) and passed by unanimous vote to accept minutes of the November 9 meeting.

Recap of Dec. 6 selectboard budget presentation

Lea presented the library budget. Jeanne and Lynne also attended the meeting. There were not challenges to the proposed 2022 budget.

Lynne reported that the school superintendent presented information about a \$22.7 million expansion of the high school that will be on the ballot in March. Lynne also reported that the Newbury Town Clerk is processing automobile registrations for the town of Unity because its town officials have contracted covid.

Director's Report

Lea reported the following:

Attendance at virtual programs has been good.

116 people were vaccinated for covid when the state van came to Newbury last week.

60 people are scheduled to receive vaccinations when the van returns this week.

Submissions for the town report by the library, trustees, and the foundation are due in January.

Volunteer Lorraine Keating has returned to the library.

Lea proposed the purchase of a book cart at a cost of \$200. Jeanne confirmed that money is available for the purchase.

A motion was made (Lynne), seconded (Jeanne) and passed by unanimous vote to accept the director's report.

Pandemic Policy

Lea reported that the current policy is to request that patrons wear masks. Since patrons are complying with the policy, she sees no reason to make mask wearing mandatory.

Treasurer's Report

Deb Prussman submitted an invoice for 5 hours of work revising accounting records to comply with the auditor's direction. Jeanne explained how expenditures will be categorized in 2022. For example, all items associated with the Friends will be held in a single category.

There was discussion of whether fingerprinting and NHLTA dues should be paid for by the library or the town. Jeanne will discuss this issue with the town administrator and report at the next trustees' meeting.

At 5:23 pm the meeting was interrupted by a building intruder alarm caused when the town treasurer entered the building. Lea pointed out that alarm problems are not an issue when meetings are held at the Vets' Hall.

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

Foundation report

Jeanne reported that a net total of \$5258.61 was received from Giving Tuesday donors. All donors were repeat donors. Thus far, \$8510 has been received in response to the Nov 13 mailing, and checks are still being received.

Plans for the library expansion and publicity/promo campaign

Patricia reported that Chris Drobat, President of Lavallee Brensinger Architects, believes that no additional funds will be needed unless engineering design changes are made to the building. Simple alterations, such as changing the type of siding, are not considered as engineering design changes. Chris said that Lisa Pecora can be made available if necessary.

Chris has no problem with Ron Lamarre acting as our advisor. The town meeting will be held on March 9. Patricia will ask Ron to attend the meeting if possible.

Preliminary estimates from Frank Lemay are that building costs have risen an additional 5-7%. However, these are only preliminary estimates. Final numbers are being created.

Lea mentioned that there might be a conflict with the public information session planned for January 12 as she was told the town office conference room is not available. Lynne will investigate the potential conflict.

Lea distributed a draft of an advertisement for the meeting.

Lea proposed a three part structure for the January 12 meeting as follows:

- 5-10 minute presentation by a trustee covering the project history, costs, tax impact, and foundation contribution.
- 3 minute video narrated by Lea
- Question and answer session

Dates of future trustee meetings

January 4 and 11 , February 8 and 15, March 15, April 5

A motion was made (Jeanne), seconded (Patricia) and passed by unanimous vote to adjourn the meeting at 6:23 pm