

Newbury Public Library Minutes

Library Board of Trustees Meeting

Date: Tuesday, January 11, 2022

Type of Meeting: Monthly Meeting

Attendees: Library Staff: Lea McBain, Laura Pezone

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

Alternate Trustees: Ken Tentarelli, Patricia Sherman

Call to Order: the meeting was called to order by board chair, Lynne Touhy at 5:01 p.m. Lynne made a motion to approve the minutes of the December 27, 2021 and the January 4, 2022 minutes, seconded by Jeanne and all in favor.

Library Director Report: Overall the numbers look good compared to last year. Hoopla was up, but Overdrive was down. The reasoning may be of use for Hoopla. Three vaccine clinics held in December with a total of 250 people attending. Town report is due ASAP. Using the CDC guidelines is a good outline for the library to use. Discussion ensued relative to test kits and at home testing for library staff. Lea is developing a telecommuting policy. She believes there is a need for guidelines as it is applied to Covid. The Town currently does not have such a policy, but they do have staff telecommuting. She plans to present the policy at the February board meeting. Lea mentioned that the Friends met on December 12th. The Friends and the Foundation will be working together to share information and the Friends will work on advocacy. On January 3rd, the library lost their heat due to circuit board problems. The part was replaced on Thursday, January 5th, but she mentioned that the repair has not fully fixed the issue. There is also an issue with the electrical flow, and therefore, another part may need to be replaced. It is currently working, and should there be further problems, she will contact the repair company.

Treasurer's Report: The report is through December, information sent by Diane. Jeanne mentioned that we are \$4,000 under budget. She spoke with Diane, finance person, and she said she will accept invoices through to the end of January. The Friends have paid everything that the Library advanced money for. Unanticipated income, \$66.15. Lynne made a motion to accept unanticipated income of \$66.15, seconded by Helen and all in favor.

Foundation Report: The money has started to slow down. We have received \$525,000 in pledges and donations and we are committed to \$550,000. She is not working on raising money, mainly working on getting votes. She has prepared a spreadsheet and focusing on people who are pro-library. Dan Wolf came in and asked about a phone tree. Jeanne is working on it. There was discussion about lawn signs and locations. Jeanne will contact Hank about the FD signs that were used last year. The cost of the signs should come out of Foundation funds.

Lea had a discussion with an attorney through the Municipal Assoc. and employees may not do electioneering. Lynne mentioned that library staff can state facts on a fact sheet and present statistics about the library. Ron can do the walk-thru at Town meeting. We will have a handout brochure that Lynne, Betsy and Jeanne will work on to distribute at the community meeting on January 12th.

Pandemic policy is fine.

Lea said that she had 11 people sign up on Zoom. Eric is going to moderate the Zoom. Lea will be the Admin for the Zoom. Ken and Lea will work on how to run the technology after the meeting.

Margo Steeves has made a request to sit in the library and circulate a petition. The library is a limited public forum. After much discussion, it was determined that we should adhere to library policy and not allow it.

New Business: Helen will not be on the ballot for Library Trustee and Ken will no longer be an alternate. The trustees will do a search for candidates.

Jeanne made a motion to adjourn and Lynne seconded. The meeting adjourned at 6:23 p.m.

Respectfully submitted, Helen Wright