

Newbury Public Library Minutes

Library Board of Trustees Meeting

Date: Tuesday, February 8, 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

Public: Paul Sullivan

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 January 11, 2022 meeting. A correction was made and Jeanne made a motion to accept the adjusted minutes, Lynne seconded and all in favor.

Library Director Report: The YTD statistics were reviewed. Digital use was down but that is not of concern. Lea mentioned she would be discussing a draft copy of a telecommuting policy which would be discussed later in the meeting. She asked if the library could be closed for Easter Sunday, (April 17). After discussion, it was decided to close the library for Easter Sunday. Jeanne made the motion to close and Betsy seconded. All in favor. Discussion relative to a leak in the roof by the Children's room. It was caused by an ice dam. She would be contacting Capital Roofing in Concord NH (they previously roofed the Town office building) for a quote for heat wires to help prevent future ice dams in that area. Marty Newell, Electrician, would be coming in to replace fluorescent bulbs and ballasts. The library lost heat for a day due to a propane fuel delivery error. The fuel was delivered to the Town office instead of the Library. Jeanne mentioned that Lea had marked the Irving bill OK to pay. Jeanne told Diane that it was not OK to pay by the library. Diane said she would contact Irving and have them reassign the billing. Lynne moved to accept the Library director's report, Patricia seconded, all in favor.

Treasurer's Report: There were two treasurer's reports. One for year-end 2021, which included December bills paid in January for 2021 year-end. We should have a credit balance of \$1000 with Baker and Taylor (books and acquisitions.) We currently have \$5000 in an 8 month cd earning .449%, maturity date of March 8, 2022 with BHBT. In April we should be getting additional funds from the trust funds. She feels that she does not want to lock up the money in an 11 month cd which would pay .35%. She believes that interest rates will be going up. She is suggesting DCU credit union which has a Savings acct paying 6% on the first \$1000 and .15% on the balance. After much discussion, Lynne suggested that we put the BHBT cd into DCU, as stated above, and in March review what to do with additional funds from trust funds. Lynne made a motion to put the BHBT cd money into DCU, Helen seconded and all in favor. Ken mentioned that there is an error in the unanticipated income. Postage was high due to an increase in the post office box rate. Lynne made a motion to accept unanticipated income of \$130.57. Patricia seconded, all in favor. Lynne made a motion to accept the Treasurer's report, Betsy seconded, all in favor.

Foundation Report: Jeanne discussed that relative to Foundation money, they will receive .3% on money over \$100,000 and .2% on money below \$100,000. Total income from donations and pledges is \$526,637.40. A donor pledged \$500 and through Benevity, we received an additional match of \$1,000. We received a total of \$1,446 after fees. Jeanne said that she is not currently calling for people for donations, she is calling and asking for their votes. Regarding yard signs, there are 12 physically in place. We have a total of 20 signs total. Discussion ensued relative to placement of signs.

Saturday Community Meeting: Discussion to invite Selectboard members and Dennis to the public meeting. Lea will be meeting with Pam on Wednesday, Feb 9 to review the technical side of the meeting. Set up time at 9:15a. Lynne will open meeting and Patricia will do the presentation. Lynne will field the Q & A period. Jeanne said she would act as a greeter and distribute the handout brochure.

Next meeting: Jeanne asked the date of the next Trustee's meeting. It is February 15th @ 5:00pm in the Vet's Hall.

Telecommuting Policy: Lea presented a policy for employee telecommuting. After much discussion, it was put on hold for further revision. Helen mentioned that the Town has access to Society for Human Resources Management (SHRM) website and would contact Dennis for access. SHRM is an excellent source of employment policies and procedures and information that we can utilize. Lea said that this is a work in progress and will continue to work on it.

New Business: Jeanne suggested that we send a mailing targeting people who supported the library in the past. Lynne suggested Jeanne bring a draft of the mailing to the February 15th meeting.

Public Comment: Paul Sullivan, he sees the library as the soul of the community. He said he was there because he wants to help. Discussion about possibly babysitting services available and also offering rides to town meeting. Possibly having a sign-up sheet for rides to town meeting at the library? We need to find drivers. Helen said she would contact Dennis to see if we could place a blurb on the Town website offering rides and having a sign-up sheet at the library.

Lynne made the motion to adjourn the meeting at 6:38 pm. Helen seconded and all in favor.

Respectfully submitted, Helen Wright