

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 4/12/2022

PRESENT:

TRUSTEES

Lynne Touhy

Eric Boyer

Jeanne Palleiko

Betsy Courant

Paul Sullivan

ALTERNATES

STAFF

Lea McBain

Action Items in red

1. Called to order by Lynne Touhy 4:58 PM – see agenda attached.
2. MOTION to Approve minutes of 3/15/22 Trustees Meeting, Jeanne motioned, Eric 2nd, Unanimous Yes vote, Approved.
3. Trustees Signatures Collected for Alternate Members
4. Director's Report Attached:
 - March Statistics shared
 - Grants: Diverse Books/Educators Making A Difference and SHARPS grant spending updates.
 - Open for Old Home Day and Book Sale.
 - Brain Storming Silent Auction or Art Show from the Foundation, Lea is further researching.
 - MOTION to Approve Library Fund purchase 12 passes/book to the Montshire Museum, Jeanne motioned, Lynne 2nd, Vote Unanimous Yes, Approved (limit 2 per household/family)
 - Building HVAC repair (condensation pipe flooded), working for now. Roof repair discussion for options and finding contractor, Patricia working with Frank and how to work with Dennis how to manage, needs more follow up.
 - Pandemic Policy is working as is.
 - MOTION to Approve Telecommuting Policy Approved: Jeanne motioned, 2nd Lynne, Vote Unanimous Yes, Approved with slight addition to call out bullet point #8 to add to adjust the first sentence... "if injured *while at home* and performing the essential functions..."
 - Friends meet on April 20th and Jeanne attending (change of date)

5. Treasure's Report Review:
 - EIN # is town's EIN for SHARP Grant and town will hold the money and pay the bills related to the grant.
 - Closed CDs and looking to take to DCU \$8000 as prior approved. Follow prior Bar Harbor method with town EIN#. Jeanne will talk to Dennis further, lost month interest while confirming the proper EIN#.
 - MOTION to Approve increase Petty Cash to \$50, adding \$20 more to the existing \$30, taking the \$20 from unanticipated income to reach the total of \$50 moving forward, Jeanne motioned, Paul 2nd for a Unanimous Vote of Yes, Approved.
 - MOTION to Approve \$243.85 UNANTICIPATED INCOME, Lynne motioned, Paul 2nd, Unanimous Yes, Approved.
 - MOTION to Approve the Treasurer's Report, Lynne motioned, 2nd Paul, Vote Unanimous Yes, Approved.
 - Discussion of possible Silent Auction as fund raiser at Old Home Day, still in discussion.
6. Foundation Report Review:
 - Recap of Foundation Zoom Meeting 4/4/22 including Casino Fundraiser, Spring Mailing and new envelopes and informed tax returns completed.
 - Arranged NH Gives donations 5pm June 7th through 5pm 8th through online donations.
 - Planning for Spring Donation Drive Mailing, new envelopes, happening soon.
 - State and Federal Taxes filed
7. Reminder The NH Library Trustees Association Annual Meeting /Conference May 10th, registration individually by April 22nd as a member and we will reimburse the Trustee. Meeting is in Concord, NH 8am-3:45pm.
8. Public Commit – no public comment
9. Vote to Non Public Session – Voice Vote from Lynne. Jeanne. Betsy & Paul
10. Adjourned Public Forum 6:00pm
11. Went into Non-Public Session Pursuant to b RSA91-A:3, II & (j).
12. Went back into Public Session 6:05
13. MOTION for Minutes from Non-Public Session Sealed, Lynne motioned, 2nd by Paul, Vote Unanimous Yes, Approved.
14. Next Meeting 6pm Monday May 16th
15. MOTION to Adjourned Meeting: Lynne motioned, 2nd by Paul, Vote Unanimous Yes, Approved 6:05pm