

# TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY  
Tel. (603) 763-5803

**NEW HAMPSHIRE**  
INCORPORATED 1778

P.O. Box 245  
NEWBURY 03255

## MINUTES OF TRUSTEE MEETING: 8/8/2022

### PRESENT:

#### TRUSTEES

Lynne Touhy  
Eric Boyer  
Jeanne Palleiko  
Betsy Courant  
Paul Sullivan

#### ALTERNATES

Pat Sherman  
Todd Maily

#### STAFF

Lea McBain

### *Action Items in red*

1. Called to order by Lynne Touhy 5:01 PM
2. MOTION to Approve minutes of 7/ 12 /22 Trustees Meeting, Lynne motioned, Eric 2<sup>nd</sup>, Unanimous Yes vote, Approved.
3. Library Director's Report Attached:

### Director's Report July 2022

Statistics (YTD through July):	2019	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	12383	3,947	7,882	3,935	100%
Unique Digital Users-Overdrive YTD	115	133	127	-6	-5%
Active Users-Hoopla YTD	n/a	81	174	93	115%
Checkouts YTD	11256	7434	9856	2422	33%
Audio/E-Book downloads-Overdrive YTD	2044	2400	2751	351	15%
Digital downloads-Hoopla YTD	n/a	746	725	-21	-3%
ILL Received	752	567	728	161	28%
ILL Lent	506	248	375	127	51%

- New Patrons: 18 in July
- Reference Questions: 315
- Technology Help: 157
- Home Delivery: 48 YTD

### Programs

- Storytime (4 weeks): 36

### Summer Reading Kids:

- Pirates: 102
- Deep-sea photos K-5: 32
- Squam Lakes-40
- Isle of Shoals-30
  - *August numbers (to be in next report for August)*
    - *K-5 participants 19 kids read 87.5 hours*
    - *6-12 participants 4 kids read 28.5 hours*

#### **Summer Reading Teens**

- Deep-sea photos Teens: 12
- Cupcakes: 11
- Teen Painting-13

#### **Adult/General Programs:**

- Poetry: 12 *\*Call out to the Guitar inspired poetry multi-media evening*
- Opioids: 21
- Painted Glass: 15
- Abby Hutchinson: 20

#### **Current Business**

- Summer Town Meeting is Wednesday August 17<sup>th</sup> at 6pm, and we should present both what we have done so far with the expansion project and all of the things that the library does currently, both programs and services. We should really emphasize adult services, museum passes, technology help, downloadable books, digital services like Ancestry, the Library of Things (Telescope, craft kits, etc).
  - *5 min Total presentation on Jeanne on expansion and need for more space.*
  - *Lea on current activities, programs, museum passes and adult & activities, wifi access*
- CIP meeting is Tuesday August 23<sup>rd</sup> at 1pm. We should present both expansion and also what might need to be done, Capital Improvement wise if the expansion does not pass in March.
  - *Lynne met with Dennis*
- Summer Reading was very successful, with 238 people attending the kids programs and 58 people attending the teen programs.
- It is time to start working on budget for next year. Some areas that will increase dramatically will be heat and electricity (I am waiting to see what August's electric numbers will look like to help estimate), but also postage as we have been using postage more for ILLs. Technology will also increase as CCI's rate has increased but not by a large amount. Dennis also believes that COLA will be high again this year. I should have a draft for the budget by next meeting.
  - *Crunched Budget loose numbers – Lea and Jeanne to meet on and discuss.*
  - *Note COAL increase might be happening*

#### **Collection**

- Added: 155
- Withdrawn: 1

#### **Friends:**

- The Friends are working on their appeal letter with the goal to send out being the fall.
- The Friends will be talking about the Welcome Bags at the next meeting, but it sounds like the project will be possibly a good fit for them.
  - *Meeting in Sept to consider taking on Welcome Bag*

## Building

- I spoke with Triton Exteriors and they will be handling the roof replacement, and they believe that they will be able to replace the roof in one day, it is just a matter of getting the materials. They believe that they are in stock, and they should be able to get us scheduled in quickly, and will get to us soon.
  - *Quick Job under a day, looking for rot, this would be an issue. Getting date to share. Ask for thorough plan for nail clean up*

### **Additions:**

- *Add a letter from the Foundation and/or from the Library Trustees to welcome and inform. Share to contact us if interested.*
- *Letter from Liz Tentarelli regarding voting process, election setup in NH*

*MOTION to approve the Report, Lynne motioned, Paul 2<sup>nd</sup> for a Unanimous Vote of Yes, Approved.*

#### 4. Treasure's Report Review:

- Numbers are correct for technology
- Red numbers are over but correct.
- Jessica cancelled prior account and investigating rates for town
- Trying to get town EINF number still
- Friends is going through treasurer and going well for accountability
- Grant money coming through the town and shows spending and trail
- explore Earning income where to go toward
- Library, Foundation & Friend Donation opportunities are all available.
- Audit finished. Found old prior info that we need only audit +1 or +2, meaning we need only keep 2021 through 2024, can we remove older what is RSA? Jeanne investigating.
- MOTION to Approve \$258.75 UNANTICIPATED INCOME, Lynne motioned, Eric 2<sup>nd</sup>, Unanimous Yes, Approved.
- MOTION to Approve the Treasurer's Report, Lynne motioned, 2<sup>nd</sup> Paul, Vote Unanimous Yes, Approved.

#### 5. Foundation Report Review:

- \$548,3051 Raised Recap of Foundation (Not bonus money on NH Gives)
- \$1027.62 NH Gives – Held until receive the donor payment
- Casino June 19<sup>th</sup> – State has not approved expansion, call later to confirm
- Claremont Bank – applying for grant, consider furniture specifically (max is \$5000). Lea has wish list to share.
- Mailing for Fall and ideas for fund raising.

#### 6. Discussion of Upcoming Town "Summer" Meeting Aug 17<sup>th</sup> CIP Meeting Aug 23<sup>rd</sup>

Upcoming Town "Summer" Meeting Aug 17<sup>th</sup>

- Pitch for donation support
- Keep brief 5 min Total presentation
  - *Jeanne on expansion and need for more space.*
  - *Lea on current activities, programs, museum passes and adult activities, wifi access, meeting spaces, adult services. Success of Kids program is driving need for expansion to create space for adult dedicated space, programs and even adult bathrooms.*

- Increase 3% (industry standard) on prior warrant article for construction of from 2022 + change in financing costs

- For CIP use \$2,117,818. (after raised donations, the request is \$1,567,808 asking of the community)

What amount is construction vs financing in \$2,117,818? Ask Dennis when the financing is calculated?

- Attendees: Lynne open, Jeanne created handout with numbers, Pat and Lea present.

- Pat to ask Frank went to price for the warrant Article, needed in December

- 5% of \$2,117,818 = \$105,890 for expansion solely for the amount of \$2,223,698.

- MOTION to accept this number, Lynne motioned, Jeanne 2<sup>nd</sup> Unanimous Yes, Approved.

7. Public Commit – no public comment
8. Next Meeting Vets Hall 4:30pm Monday September 12<sup>th</sup>
9. MOTION to Adjourned Meeting: Eric motioned, 2<sup>nd</sup> by Paul, Vote Unanimous Yes, Approved 6:27pm