

# 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	ALTERNATES	STAFF
Lynne Touhy	Pat Sherman	Lea McBain
Eric Boyer (in absentia)	Todd Maily	
Jeanne Palleiko		
Betsy Courant		
Paul Sullivan		

Minutes of last meeting approved Motion: Jeanne; 2nd Todd  
Unanticipated Income of \$172.41. Motion: Jeanne; 2nd Paul

### *Action Items in red*

1. Called to order by Pat? 4:30 PM
2. MOTION to Approve minutes of 08/08/22 Trustees Meeting, Jeanne motioned, Paul 2<sup>nd</sup>, Unanimous Yes vote, Approved.
3. Library Director's Report Attached:

### Director's Report August 2022

Statistics (YTD through Aug):	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	5,450	9,553	4,103	75%
Unique Digital Users-Overdrive YTD	139	136	-3	-2%
Active Users-Hoopla YTD	224	209	-15	-7%
Checkouts YTD	9131	11701	2570	28%
Audio/E-Book <u>downloads</u> -Overdrive YTD	2778	3155	377	14%
Digital downloads-Hoopla YTD	849	864	15	2%
ILL Received	661	821	160	24%
ILL Lent	292	442	150	51%

Reference: 360 YTD

Tech Help: 188 YTD

Home Delivery: 54 YTD

New patrons: 9 new accounts in August, 72 YTD

### Programs:

- Storytime (3 sessions): 48
- Lake Sunapee Entertainment Through the Years: 30

- Writer's-7
- Book Group: 6
- Civil War Quilts: 41
- Summer Reading: End of Summer Reading Party-34
- Summer Reading: Teen Boating LSPA-4

#### Current Business:

- Our book supplier, Baker and Taylor, was hit with a major ransomware attack, which took out their entire website for about two and a half weeks. They are currently back on line, but this disruption has impacted our book ordering for the month, and may also impact delivery time for the rest of September. They have assured us that ordering is now secure.
- We have a draft budget to discuss, which we will need to finalize and approve.
- I have a minor change proposed in our patron borrowing policy, which I have attached.
- After school programs are starting up in September, using the grant from the Walmart Foundation that is held by the Friends. The bus currently is not running to the library, so parents are transporting children to the library.

#### Collection:

- Added: 110
- Withdrawn: 2

#### Volunteers:

- Volunteer Hours: 4

#### Friends:

- The Friends meet on Monday September 19<sup>th</sup> at 5pm at the library. They will be discussing the annual appeal.
- Lea will ask about interest for them to manage the Welcome Bags

#### Building:

- I would like to have the carpets cleaned, as some areas are quite noticeably in need of cleaning, and it's been about a year. We would use Country Carpets of New London.

*MOTION to approve Cleaning, Jeanne motions to accept, Paul 2<sup>nd</sup> – Vote of Yes, All in Favor Approved*

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

*MOTION to Town Employees (including Library Staff) for barrowing privledges – Jeanne Motioned, Paul 2<sup>nd</sup> – Vote of Yes, Approved*

#### Budget:

*Cleaner Review in 2 Months, estimates. Bring areas needing improvement via ledger. Make change up through December, decide by November Meeting.*

*MOTION by Lynn, 2<sup>nd</sup> by Jeanne – To go to Private Session – Voice Vote Unanimous yes, - Todd, Jeanne, Paul, Lynn & Betsy*

*MOTION by Lynn, 2<sup>nd</sup> Jeanne – To go back to a Public Session - Voice Vote Unanimous yes - Todd, Jeanne, Paul, Lynn & Betsy*

*MOTION - to Approved Budget \$ 273,302.85 - Lynn Motioned, Jeanne 2<sup>nd</sup> – Unanimous Yes Vote - All in Favor*

4. Foundation Report Review:

- Claremont Savings Bank Grant – grant almost complete for submission. Good news is 50% of grants submissions are funded. Noted ours can be listed as part of a bigger project.
- Mascoma Bank asks the grantees be banking members. We opened an account and learned more opportunity with the local branch. They only give 1 and 4 grants unfortunately. Asked to learn why we did not get and found more grants can be done via/in local branches at their discretion.
- Total donations to date -Cash/Gifts & Pledges \$551,430
- Of that we lost \$13K in used prior expenses
- Cassino asked we contact in a month, not yet up and running
- Fall mailing to come/planned
- Giving Tuesday – after Thanksgiving we will participate

5. Policy for Censorship

- Trustees review Policy for Request for Reconsideration

*MOTION - to have the language used/changed for the Response to Request for Reconsideration – Trustees will review the merits of such requests at the next scheduled meeting. A response to the request will be made within 60 days of receipt by the library. Jeanne Motioned and 2<sup>nd</sup> by Paul 2<sup>nd</sup> – Unanimous Yes Vote, Approved.*

6. Public Commit – no public comment

7. Next Meeting Vets Hall 5pm Tuesday October 11<sup>th</sup>

8. FYI Betsy not here to attend and take notes

9. MOTION to Adjourned Meeting: Lynn motioned, 2<sup>nd</sup> by Paul, Vote Unanimous Yes, Approved

10. Meeting adjourned at 6:27pm