

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF LIBRARY TRUSTEES MEETING 6/21/2022 @ vet's hall

PRESENT:

Trustees

Lynne Tuohy

Eric Boyer

Jeanne Palleiko

Paul Sullivan

Alternates

Todd Maily

Patricia Sherman

Staff

Lea McBain

Action Items in red

1. Called to order By Lynne Tuohy @ 5.01pm
2. MOTION by Jeanne to Approve minutes of 5/12 meeting, 2nd Lynne: Vote Unanimous
3. Director's report (attached)
4. Additional Report info:
5. Present cleaners are to continue as their services are acceptable especially at their cost of 60/wk. **Lynne will call cleaning co and relay the fact that communication could improve re thre incident of Library trash showing up in a Bradford Dumpster.**
6. Roof: Town will bid out roof for Library with the roof for the PD. We do not need to request the selectboard allow payment for the roof from Town funds as previously thought,
7. Checkouts are increasing and getting closer to preCovid numbers
8. Hoopla grant has run out, but we will continue to offer it with Acquisition funds
9. Friends are working on an appeal sometime later this year
10. We will not power wash the building this year
11. Laura's maternity leave can be covered by the present staff
12. MOTION by Lynne to accept Director's report. 2nd Paul ,Vote Unanimous
13. Lynne to Invite all the selectboard to the library for a tour as voted last meeting, **Lynne will write invitation letter to Board.**
14. Treasurer's Report MOTION by Lynne to accept May's unanticipated income of \$250.00, 2nd Eric, Vote unanimous
15. The \$ 700 plus cost of CCI is due to Library's pro rata share of CCI's work, but we do not have any Microsoft charges as all of the other town users have. If bill is not reduced by next billing cycle **Lea will call CCI and ask for itemized bill**
16. **Petty cash will be increased from \$50 to \$75 to meet demand for change for patrons paying for summer memberships.**
17. Motion to accept Finance report byline 2nd Paul Unanimous

18. Foundation Report: Jeanne. Mascoma denied 4th try for Grant
19. Casino % of profits is waiting for Lottery commission to set rates and dates May take a few months
20. Jeanne gave an overview of the NH gives campaign, Her notes attached
21. We received, net after fees , \$5857.68 and in the past two weeks and additional \$1275. Came in by mail. YTD GROSS PLEDGES AND DONATIONS \$547,009.81,
22. There may be additional \$ from NH GIVES bonus monies but we will not know for a few weeks.
23. Jeanne hopes that there will be more participation next year from all involved
24. Discussion about having a Foundation table at Old Home Day. All agreed we should do that.
25. Patricia has made an Afghan for the Foundation to raffle and that might add visitors to the table
26. Patricia will ask Pam where there might be space near the library for such a table
Patricia will aske trustees for times they can volunteer to staff that table.
27. Betsy was given much thanks for her dedication to NH Gives while Jeanne was in Europe. It was MOST helpful.
28. Next Meetings: July 12 @ 5 PM, place TBD
August 8 @ 5 PM place TBD
29. MOTION to go into Closed session by Voice Vote
30. Motion to seal the records of closed session by Paul 2nd Todd
31. MOTION TO adjourn by Lynne 2nd by Eric

DRAFT

**Librarian's Report
May 2022**

Statistics (YTD through May):	2019	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	7550	1,374	4,581	3,207	n/a
Unique Digital Users-Overdrive YTD	102	127	115	-12	-9%
Active Users-Hoopla YTD	n/a	119	111	-8	-7%
Checkouts YTD	7080	4463	6117	1654	37%
Audio/E-Book downloads-Overdrive YTD	1421	1726	2010	284	16%
Digital downloads-Hoopla YTD	n/a	552	508	-44	-8%
ILL Received	516	321	430	109	34%
ILL Lent	368	168	256	88	52%

- Reference: 192 questions YTD
- Technology: 115 tech help sessions YTD
- Home Delivery: 37 visits YTD

Programs:

- Visual Verse: 18
- Storytime (4 sessions): 74
- Writers: 8
- Poetry: 8
- Plant Doctor-9
- Book group: 9

Current Business:

- We had a family complete Reading Railroad, which is the 1,000 books before age 8 program at the library. We have at least one more family that is nearing the end of the program.
- Laura has purchased all the books for her Diverse Books grant and is now adding them to the collection. We have a press release out to the Intertown, and the Diverse Books organization may interview her later in the year.
- Summer Reading will be starting next month. Nancy has planned 5 events for school-aged children, and 3 events for teens, starting the week of July 8th.
- We have started a Seed Library at the library, where patrons can borrow seeds, and at the end of the growing season, can bring in seeds to share.
- Our new hire has started and will be working Saturdays.
- Staff reviews are attached. We will need to review them in a closed session.

NH Gives 2022

	Upper Valley	All NH
Bonus Pool	15,000	200,000
# Non-profits	45	573
Raised <= \$300	37	505
Raised >= \$1,000	26	390
NPLF Rank	# 8	# 117

	NPL Foundation	Friends of Mascoma Foundation
\$ Raised	\$ 5,595.00	\$ 59,163.22
# donors	36	198
# P2P Fundraisers	6	27

P2P Fundraisers

Mary Fuller	950
Jeanne Palleiko	675
Trustees of NPL	350
Liz Tentarelli	350
Kara Obey	270
Friends of NPL	0

	Amount Charged	Bank Fees	Processing Fees	Net Deposited
NH Gives Cr Card	\$6,217.29	\$160.26	\$199.35	\$5,857.68 → <i>net</i>
Mailed Donations	1,275.00			1,275.00
	\$7,492.29	\$160.26	\$199.35	\$7,132.68

	NH Gives	Mailed Donation	Total
Trustees & Former Trustees	10		10
Repeat donors	8	3	11
P2P Fundraisers	2		2
New Names	7		7
1st Time Donor	4	3	7
2nd gift in 2022	2		2
Big increase over 2021	2		2
1st gift since 2019	2		2
Added email info	3		3

\$547,009.81 Gross Pledges & Donations

Collection

- Added: 69
- Withdrawn: 69

Friends:

- The Friends book sale raised \$805, despite being indoors due to potential thunderstorms. The Friends will hold another booksale at Old Home Day.
- The Friends will be holding their annual appeal in the Fall.

Building:

- The sink by the refrigerator has been repaired.
- Dennis is going to bid out both the Police Station and Library roofing projects together, and this will help bundle the project costs and will also mean that we do not need to approach the Selectboard.
- We have had two quotes from cleaning companies: Clever Cleaning (Used by the Town LLC of Newbury): \$150, and Simply Clean Solutions LLC (Used by the Town of Sunapee/Abbott): \$ 210 per cleaning