

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEES MEETING 5/16/2022

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 @ 6:05pm
2. MOTION by Lynne to Approve minutes of 4/12 meeting, 2nd Jeanne: Vote Unanimous
3. Director's report (attached)
4. Additional Report info:
5. Present cleaners are continuing until they can be replaced. Lea has one quote for \$150/week, double our present costs. She will continue to solicit other bids. No confidential info was in the trash that was illegally deposited.
6. Juneteenth: Question re when to celebrate. MOTION by Lynn, to close Monday 6/20 2nd Eric Vote unanimous.
7. Roof: Milestone's price for roofing was \$28,000, They suggested we get local bids. Patricia has solicited 3 bids to come in ASAP. When bids come in and when we know costs of the roof and other repairs to be done this summer, *A letter will be written to Selectboard requesting that these costs be offset by the Town's repair funds, not from the monies raised by the Foundation*
MOTION by Lynne to accept Director's report. 2nd Jeanne Vote Unanimous
8. MOTION by Lynne to Invite all the selectboard to the library for a tour, 2nd by Jeanne. *Lynne will write invitation letter to Board.*
9. Program Policy: MOTION by Jeanne to accept with deletion of word "reputation" in reference to viewpoint of presenter and the sentence that includes the words "purely" and "partisan speech" 2nd by Eric, Vote unanimous.
10. Treasurer's Report: MOTION by Jeanne to correct March's Unanticipated income from \$242.13 to \$316.35. 2nd Eric, Vote unanimous. MOTION by Jeanne to Accept April's unanticipated income of \$602.60, 2nd Eric, Vote unanimous
The \$ 700 plus cost of CCI and a third heating bill in the April report were questioned, Lea would investigate their accuracy.

Jeanne reported that her attempt to secure a DCU account was frustrated by the inability of the Town to produce the IRS letter that defines the EIN number. **Jeanne will ask Town Attorney and Deb if they have any knowledge of its existence.**

All grants that require the Town EIN must be deposited in Town Account, then transferred to the library

“Petty cash “is used only for making change for patrons who pay for transactions in cash.

It will be kept @ \$50/month for record keeping purposes

MOTION by Lynn to accept the Treasurers Report, 2nd Paul. Vote unanimous

11. Foundation Report: Jeanne reported that the receipts YTD 2022 are \$22,955.12

Total Campaign YTD is \$ 537,989.96

She has sent out 400 letters this spring and will send letters to business later, Mascoma Grant will be decided in June.

Jeanne has done all the prep work for NH GIVES which is 5pm June 7 to 5pm June 8

It is the Foundation’s participation in NH gives, if all its Trustees each give a min of \$20, we will be in a drawing for \$350. Jeanne will be sending out 5 e mails in anticipation of the June Dates to remind people to give. She will e mail additional info. It is important that all Library Trustees give something as it shows support for the cause. All contributions amounts can be anonymous.

12. Next Meeting June 21 @ 5 PM, Place TBD. **Lynn will book space for that date**

13. MOTION to Adjourn by Lynne @7:31 pm

DRAFT

Librarian's Report
April 2022

Statistics (YTD through April):	2019	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	5880	800	3,288	2,488	n/a
Unique Digital Users-Overdrive YTD	94	116	106	-10	-9%
Active Users-Hoopla YTD	n/a	119	85	-34	-29%
Checkouts YTD	5745	3342	4633	1291	39%
Audio/E-Book downloads-Overdrive YTD	1109	1401	1615	214	15%
Digital downloads-Hoopla YTD	n/a	436	369	-67	-15%
ILL Received	413	254	336	82	32%
ILL Lent	323	130	210	80	62%

Reference: 154 questions YTD

Technology: 94 Tech Help sessions YTD

Home Delivery: 31 deliveries YTD

Programs:

- Writers group: 7
- Poetry: 12
- Book Group: 7
- *Therapy Donkeys* (2 days): 105
- Altered books: 5
- *Storytime* (4 days): 67
- **April Vacation Bags: 42**

Current Business:

- It was discovered that our cleaners had been taking our recycling, along with trash from elsewhere, and dumping it at the convenience store in Bradford. After talking with the owners, the Newbury and Bradford Police are investigating. Our cleaning company has not been responsive to us, which has prompted us to look into other companies.
- We need to decide how to observe Juneteenth: Juneteenth is a new Federal holiday commemorating the emancipation of enslaved African Americans, and this year it falls on a Sunday (June 19th), but the Town and other state/federal agencies are observing it on Monday- do we observe it on the actual date, or on the Monday?
- I will be conducting staff reviews and will get the completed reviews to the Trustees soon.

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- Bret has accepted the job and will start as soon as we receive his background check.

Collection:

- Added: 92
- Withdrawn: 344

Volunteers:

- We will have some new volunteers starting with us, pending background checks, to help with children's programs and Summer Reading.

Friends

- The Friends meet on Monday May 16th at 5pm to plan the book sale. They need extra help with moving books day of if you know of anyone and are also looking for bake sale donations.
- The Book and Bake Sale is Saturday May 28th from 10-1pm

Building

- The sink by the refrigerator is leaking. We had a plumber look at it, and he said that the vent on the drain is illegal and would require opening the finished walls to repair, but that he would re-pipe the drain and vent as is to get it operational.
- Patricia has been working on finding out more information for the roof repair, which we should discuss.
- The new outdoor space, thanks to the SHARP grant, has been installed. We have two picnic tables and a bench, as well as a pop-up tent that can be used for programs.