

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 12/13/2022

PRESENT:

TRUSTEES	ALTERNATES	STAFF
Lynne Touhy	Pat Sherman	Lea McBain
Eric Boyer	Todd Maily	
Jeanne Palleiko		
Betsy Courant		
Paul Sullivan		

- Meeting called to order by Lynne 5:02 PM
- MOTION to Approve minutes of 11/14/22 Trustees Meeting, Lynne motioned, Jeanne2nd, Unanimous Yes vote, Approved.

3. Library Director's Report Attached:

Librarian's Report
November 2022

Statistics (YTD through Nov):	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	7,959	13,028	5,069	64%
Unique Digital Users-Overdrive YTD	149	150	1	1%
Patron Borrowing-Hoopla YTD	59	57	-2	-3%
Checkouts YTD	12872	16033	3161	25%
Audio/E-Book downloads-Overdrive YTD	3866	4206	340	9%
Digital downloads-Hoopla YTD	1112	1240	128	12%
ILL Received	945	1130	185	20%
ILL Lent	449	558	109	24%

- Reference Questions: 476 ytd
- Technology Questions: 254 ytd
- Home Delivery: 72 ytd
- New Patrons: 99 ytd

Programs:

- Afterschool STEM (4 sessions): 30
- Storytime-83
- Vaccine clinic: 96

- Writers: 7
- Poetry Group: 6
- Book Group: 7
- Cupcake Decorating: 11

Current Business:

- We will need to start working on Town Reports soon. The Town Report is required by **RSA 202-A:12 and the Trustees have a report as well as the Library Director. I have the requirements of the Trustees report, as listed in the RSA.** – Lynne working on and following discussion
- We had a very successful COVID vaccine clinic in November, so are hosting a second one with the Friendship House in South Newbury.
- The Budget Meeting will be held at the Selectboard meeting on Monday December 12th at 6pm.
- Primex (Insurance) would like to see quotes before we hire anyone to fix the ceiling. I one call out that I have not heard back from and have requested a quote from one other contractor.
- We had a very successful Family Fun Day/Tree Lighting collaboration, and plan on collaborating again next year. Center Meeting House had us run a drawing for families to “light” the tree and ring the bell, and we plan on running the drawing again next year. It also seemed like the craft fair that the Recreation Department was a success and promoting it all together went well.

Collection:

- Added: 154
- Withdrawn: 78

Volunteers:

- 10 hours

Friends:

- Friends Meeting is Monday December 12th at 5pm

Building:

- Our hot water heaters are being installed on Tuesday the 13th, as well as the new thermostat. This should complete the work open from BPL Plumbing and Heating.
- We still need to finish the work repairing the bathroom, as noted above.
- Tim Gove told Lea \$655 estimate for sheet rock, supplies and painting. Lea submitted to Primex. Lea will share with Dennis. Hot water heater installed today.

MOTION to approve by Lynne, 2nd by Eric to accept to report from the Director. – Vote of Yes, All in Favor Approved

4. Treasure's Report:

2022 NEWBURY PUBLIC LIBRARY TOWN BUDGET

ITEM	2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD	91.7%	BAL REMAIN
Salaries	144,761	9,952.05	9,916.85	12,478.45	11,075.46	13,581.29	11,212.83	11,268.76	11,847.72	11,279.00	11,465.17	13,942.12	128,019.70	88.4%	16,741.30
Benefits															
Fica/Medicare	11,074	757.22	754.53	950.47	843.14	1,033.83	854.69	857.97	1,069.78	836.13	830.68	1,020.17	9,808.61	88.6%	1,265.39
Health	35,057	2,921.24	2,921.24	2,921.24	2,921.24	5,842.48		2,921.24	2,921.24	2,921.24	2,921.24	2,921.24	32,133.64	91.7%	2,923.36
Life/Disability	1,000	72.38	67.58	67.58	67.58	145.66		71.08	71.08	71.08	71.08	71.08	776.18	77.6%	223.82
Retirement	15,283	1,099.76	1,099.76	1,374.70	1,199.36	1,499.20	1,199.36	1,199.36	1,499.20	1,199.36	1,199.36	1,499.20	14,068.62	92.1%	1,214.38
Dental	1,666	138.71	138.71	138.71	138.71	277.42		138.71	138.71	138.71	138.71	138.71	1,525.81	91.6%	140.19
Supplies	3,000		456.43	(12.00)	340.28	177.98	107.36	150.87	115.49	22.01	73.24	874.05	2,305.71	76.9%	694.29
Advertising	400		10.00	1.02	48.25	21.25		18.27	48.50	69.86		64.20	281.35	70.3%	118.65
Eversource	3,500		799.91	348.37	209.52	281.85	517.50	713.63		1,035.11	301.64	238.97	4,446.50	127.0%	(946.50)
Prof Dues /Ed	2,225	175.00	80.00		180.00	345.00			25.00			570.00	1,500.00	67.4%	725.00
Postage	150	199.00				21.75		11.28					232.03	154.7%	(82.03)
Mileage	1,000			9.24						43.75	43.75	371.63	468.37	46.8%	531.63
Telephone	600		101.35	50.27	50.27	50.00	49.99	53.50	55.31	55.34	55.34	55.34	576.71	96.1%	23.29
Heat	3,500	360.25		1,036.03	366.16	738.28						442.31	2,943.03	84.1%	556.97
Cleaning	3,500		305.00	240.00	240.00	300.00	240.00	240.00	300.00	240.00		540.00	2,645.00	75.6%	855.00
Miscellaneous			2.57					2.97	29.18			7.31	42.03	0.0%	(42.03)
Childrens programs	1,500		99.54	263.17				155.85	150.06	25.67	30.51	278.53	1,003.33	66.9%	496.67
Acquisitions	14,000			1,386.04	905.80	1,800.03	609.64	2,201.12	1,273.84	2,256.88	1,176.19	1,687.59	13,297.13	95.0%	702.87
Building repair	5,000		1,259.76	160.98	470.50	186.30	414.94	101.99	317.00	611.22	762.00	2,712.18	6,996.87	139.9%	(1,996.87)
Technology	7,300	429.66	558.69	558.56	551.57	586.95	482.70	601.34	469.41	1,618.33	594.76	479.31	6,931.28	94.9%	368.72
TOTALS	254,516	16,105.27	16,571.92	21,972.83	19,607.84	26,889.27	15,689.01	20,707.94	20,331.52	22,423.69	20,233.67	27,468.94	230,001.90	90.4%	24,514.10

UNANTICIPATED INCOME	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
Jar/Counter	72.35	45.11	121.10	101.30	76.60	36.02	121.00	123.81	75.00	71.64	39.20	883.13
Coffee	15.65	7.00	1.00	16.00	14.00	1.00	27.75	23.60	5.00	5.00	14.23	130.23
Donation				350.00	100.00	35.00	90.00	5.00			100.00	680.00
Membership			60.00	60.00	40.00	120.00	20.00	20.00		100.00	6.00	420.00
Lost/ damaged book	30.66	26.50		75.30		5.00			6.00			149.46
Copies	10.00											10.00
Tech Help						90.00						90.00
Trust Fund Interest		1,219.15										1,219.15
Demco - double payment reimb			132.53								(132.53)	
Grants		200.00				200.00			800.00		(500.00)	700.00
TOTALS	128.66	1,497.76	314.63	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	4,287.51
CD Interest	1.91	1.91	1.72									5.54
TOTAL INCOME INCLUDING CD	130.57	1,499.67	316.35	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	4,287.51

PETTY CASH	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
CHECKING BALANCE	11,025.97	12,469.10	17,653.32	14,065.26	14,613.37	15,027.75	15,462.06	14,996.61	14,965.35	15,761.94	15,977.31	
CD BALANCE	5,011.33	5,013.24										
To be returned to Town for Grant Received			(3,780.01)									
TOTALS	16,037.30	17,482.34	13,873.31	14,100.00	14,658.11	15,093.49	15,527.06	15,061.61	15,030.35	15,826.94	16,042.31	

Transferred to Checking

2022 NEWBURY PUBLIC LIBRARY TOWN BUDGET

FUNDED BY LIBRARY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
Books								9.30				9.30
Transfer to Petty Cash					10.00	21.00	(0.74)					30.26
Not covered by Sharp Grant				3,780.01	145.12							145.12
Sharp Grant Ex 3,780.01												3,780.01
Grants		200.00				200.00			300.00			700.00
TOTAL \$	-	200.00	-	3,780.01	155.12	221.00	(0.74)	9.30	300.00	-	-	4,664.69

FRIENDS PURCHASES	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD
Paid by Library	157.26	273.36	147.93	709.65	454.20	283.73	1,571.81	242.47	2,802.44	64.20	1,515.00	8,222.05
Reimbursed by Friends	157.26	421.29	75.00	657.14	715.44	1,507.61	64.20	2,225.16	883.95	1,473.02		8,180.07
TOTAL \$ OUTSTANDING	157.26	273.36	-	634.65	431.71	-	64.20	242.47	819.75	-	41.98	41.98

GRANTS HELD BY TOWN	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	Outstanding	Grant Total
Sharp Grant (balance from	3,780.01			(2,394.47)	(1,385.54)							-	3,780.01
Diversity Grant					2,000.00	(1,476.52)	(477.39)	(46.09)				-	2,000.00

TRUST FUNDS, as of Dec 31, 2021	Balance	2021 Income
1954 Jennie J Folsom	3,418.45	41.98
1966 Shirley Powers	1,142.32	14.02
2000 Patricia W. Steinfield *	17,810.99	218.73
2002 White Library Fund *	5,426.00	66.60
2004 Marion Smith Fund	35,761.36	439.26
2006 Perkins Library Fund	35,704.34	438.56
	99,263.46	1,219.15

Deposited Feb 2022

* Restricted

- Town had given incorrect numbers, Health, Dental and gave a credit not for us – Jeanne now has a Revised September number.
- Unanticipated income gave back to Friends of Library giving back \$500, shows negative, more accounting process.
- We appreciate The Friends pays us promptly per newer process
- Mr. Unger left a Trust benefitting the Library, still working through details. We have not received back details or an amount yet.

MOTION to accept the Unanticipated income \$159.43- Paul motioned, Lynne 2nd and a Unanimous Vote of Yes, Approved.

MOTION to accept the Treasure's Report- Lynne motioned, Eric 2nd and a Unanimous Vote of Yes, Approved.

5. Foundation Report Review:

- Giving Tuesday started slow but ended well.
 - Ended at \$5770, higher than last year. Earned Match
- \$565,776 raised as of today (cash & pledges).
- Mailing to be done soon (our donors, supports and registered voters)
- Signage will again be done to get out the vote
- More letters publicity will help
- Advertise to help communicate and we hope win votes
- Letters from non-Trustees is helpful to share info and again get out the votes
- Did not get Mascoma Grant. Once pass the warrant article, more opportunities for grants.

6. Update for Expansion Project Pricing and Campaign Planning:

- Waiting for price quote on Project
- Town Meeting/Voting is Meeting March 15th
- Trustees review Policy for Request for Reconsideration
- Can we ask town for 10 minute warrant article parking for accessibility – We work with Dennis, Pat to approach Dennis regrading concept.
- Registered voter list Jeanne is getting
- Meet and greet Sunday January 22nd at 3pm for new home owners.
- Register to Vote 10 days prior to an election. Trustee and Friends present to meet new residents. Ad in Shopper and Town news letter.
- Ad in Shopper telling community how to register – Library Public Service courtesy from Trustees or Foundation.
- Pat getting quote in 1 week for current price and meet to follow.

7. Trustee Meeting Dates:

8. Public Commit – no public comment

9. Any new business

10. Next Meeting Vets Hall 5pm Tuesday January 11th

11. Meetings for the next 6 months

Tuesday Meetings at 5pm Schedule at Vets Hall

- a. January 10th , February 7th , March 7th , April 11th , May 9th , June 6th
- b. February Planning Meeting – TBD

12. Lea asking if able to join via Zoom – she will report if possible or if quorum needed

MOTION to Adjourn Meeting: Lynn motioned, 2nd by Paul, Vote Unanimous Yes, Approved

Meeting adjourned at 6:18 pm