

# TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY  
Tel. (603) 763-5803

NEW HAMPSHIRE  
INCORPORATED 1778

P.O. Box 245  
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: //

PRESENT:

TRUSTEES

Lynne Touhy

Eric Boyer

Todd Mailly

Paul Sullivan

Elizabeth Courant

ALTERNATES

Pat Sherman

Jeanne Palleiko

STAFF

Lea McBain

Meeting started at 5:16 pm

1. Approval of the revised minutes of the trustee meeting, Lynne moved, Paul seconds, unanimous
2. Librarian's report -
  - Lea discussed flooding in the basement and the first-floor nonfiction room. The leak was caused by the construction work for the expansion. Servpro is coming on September 13 to assess the damage to carpets, walls, and ceilings.
  - Library approved the following dates for library closure: November 11 (Veteran's Day), November 22-23 (Thanksgiving), December 24-25 (Christmas), December 31-January 1 (New Year's). Lynne moves, Paul seconds, unanimous.
  - Approval of the librarian's report – Eric moved, Lynne seconds, unanimous.

### 3. Draft revisions to Section IV: Circulation

- Lea discussed edits and clarifications to the circulation policies. These edits were not substantive changes to the policies, but instead intended to clear up policies and eliminate redundancies.
- Pat Sherman suggested that we remove the final line in the section on E-Books and edit the Reconsideration Policy to note that NHDB and Hoopla are separate entities with their own collection development policies.
- Jeanne Palleiko noted that adding a reference to the library catalogue on the website would help clarify the policy for patrons interested in reserving museum passes.
- Motion to approve the amended draft policy changes, Lynne Moves, Betsy seconds, unanimous

### 4. Report from Treasurer –

- Board discussed creating a comprehensive list of needs for the library so that needs can be prioritized for the remaining months of the budget cycle.
- Approval of \$222.95 of unanticipated income, Paul moves, Lynne seconds, unanimous.

### 5. Expansion Report -

- Pat Sherman discussed current developments in the expansion construction, including deduction on cost projects and the recent water damage. Pat assured the Board that the library will not be responsible for any damage that has occurred.
- Pat will ask the contractor in her next meeting with Frank about days in which he will need specific library spaces in the next few months

so that the Board can make decisions about closing the library or limiting public access on specific days to accommodate construction.

- Paul suggested creating signage for the library letting patrons know that some spaces may be inaccessible with short notice due to construction.

Meeting adjourned at 6:43 pm

Minutes submitted by Eric Boyer