

# TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY  
Tel. (603) 763-5803

NEW HAMPSHIRE  
INCORPORATED 1778

P.O. Box 245  
NEWBURY 03255

## MINUTES OF TRUSTEE MEETING: 12/12/23

### PRESENT:

#### TRUSTEES

Lynne Tuohy

Eric Boyer

Todd Mailly

Paul Sullivan

Elizabeth Courant

#### ALTERNATES

Pat Sherman

Jeanne Palleiko

#### STAFF

Lea McBain

Meeting started at 5:15 pm

1. Pat Sherman served as voting member until Paul Sullivan arrived at 5:25.
2. Approval of the minutes of the November 14 trustee meeting, as amended, Lynne moved, Todd seconds, unanimous
3. Approval of the minutes of the closed November 14 trustee meeting, Lynne moves, Patricia seconds, unanimous
4. Librarian's report -
  - i. Lea discussed the need for the Board to begin constructing the Town Report, and discussed examples from other towns to give the Board options for how to structure the document.
  - ii. Approval of the librarian's report, Lynne moved, Betsy seconds, unanimous.
5. Report from Treasurer –

- i. Approval of 93.43 of unanticipated income, Lynne moves, Betsy seconds, unanimous.

6. Bookkeeper's report –

- i. Jeanne Palleiko discussed the bill for shelving in the expansion, and the portion of that bill that will be covered by the library budget and portion that will be charged to the expansion project.
- ii. Board discussed the process for landscaping for the expansion, and decided to take bids from multiple design/build firms, with all firms given identical base information.
- iii. Jeanne Palleiko noted that several people have expressed interest in the Bookkeeper position.

7. Foundation Report –

- i. Jeanne notified the Board that the Casino charity fundraiser for the library will take place January 1–5, and March 2–6.
- ii. Giving Tuesday raised \$6,014.89, netting the library \$5,836.15. Total foundation donations are now at \$678,436.00.

8. Policies review -

- i. Board discussed policy revisions to Sections I, II and IX. Board suggested minor revisions to clarify the language of the policies. Betsy noted that she would like to see the final revised language before approving the changes. Motion by Eric to accept the amended policy revisions, Todd seconds. Vote 4-1.

9. New Business -

- i. Board set dates for future meetings -

1. Wed. January 10, 2024
2. Tue. February 13, 2024
3. Wed. March 20, 2024
4. Wed. April 10, 2024
5. Wed. May 8, 2024
6. Wed. June 12, 2024

- ii. Staff gifts – Board discussed options for gifts for library staff. Board authorized \$150 for \$25 Amazon gift cards for the six library staff members.

10. Motion to adjourn by Lynne, Paul seconds, unanimous.

Meeting adjourned at 6:38 pm

Minutes submitted by Eric Boyer