

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 2/13/24

PRESENT:

TRUSTEES

Lynne Tuohy

Eric Boyer

Todd Mailly

Paul Sullivan

Betsy Courant

ALTERNATES

Pat Sherman

Jeanne Palleiko

STAFF

Lea McBain

Meeting started at 5:17 pm

1. Approval of the minutes of the January 10 trustee meeting, Todd moved, Lynne seconds, unanimous. Approval of the minutes for the January 10 nonpublic session, Lynne moves, Eric seconds, unanimous
2. Discussion of Right to Know provision – Board had a brief discussion of an RTK provision and public disclosure of minutes for nonpublic sessions. Lynne will seek advice of legal counsel to make sure that the board is in compliance.
3. Librarian's report –
 - i. Lea noted an increase in digital downloads through Hoopla and Overdrive, potentially leading to increased costs.
 - ii. Lea noted that the library intern's last day is March 16. Todd moved, Paul seconds motion to approve posting the intern position, unanimous.

4. Bookkeeper's Report –

- i. Approval of 84.26 of unanticipated income, Paul moves, Todd seconds, unanimous.
- ii. Jeanne discussed the issue of board access to Bar Harbor bank information. Board discussed question of who should have viewing access to library's Bar Harbor account. Paul will reach out to the bank to discuss what kind of access can be granted to the board Bookkeeper.
- iii. Motion by Paul to remove Pat, add Deb Pressman with read-only access to the library's Bar Harbor account, Todd seconds, unanimous

5. Foundation Report – nothing to report

6. Construction update –

- i. Pat Sherman gave updates on the status of the library expansion, plans for signage to honor donors, plans for upcoming move from current space to expansion so current space can be renovated.
- ii. Pat also discussed a proposal from Pellettieri Associates for landscaping. Design would include outdoor spaces that can be used for educational purposes, with an emphasis on low-maintenance and low-upkeep plantings. These schematics would cost \$5,800. The board expressed its interest in moving forward with the schematics.

7. Policies review/revision –

- i. Lea discussed proposed revisions to the Request for Reconsideration policies. These revisions would introduce an intermediate step between a request for reconsideration and full-board review. The first step would involve a

reconsideration committee set up by the Library Director. This committee will consist of the Director, a staff member, and one trustee.

- ii. Board made minor revisions to the language proposed by Lea for the Reconsideration Request policy:

RECONSIDERATION PROCEDURE. Newbury Public Library, being open to all patrons for their enjoyment and edification, believes everyone is free to accept or reject any materials or programs it offers. **The Library collection reflects differing points of view. Inclusion of an item does not imply endorsement of the viewpoint of the author.** While consideration of all patrons' tastes and opinions is fundamental in shaping library acquisitions and programs, it is understood some patrons may disagree with library choices. Therefore, the Newbury Public Library adopts the following **Request for Reconsideration** procedure:

- **Written requests for removal of library materials or objections to programs or displays shall be submitted to the Library Director. Forms for such requests are available at the circulation desk. Individual forms must be filled out for each title being requested. See APPENDIX for Request for Reconsideration form.**
- **The Director will form a Reconsideration Committee, who will meet to consider the request. During reconsideration, no change will be made in materials presented, scheduled programs, or displays and exhibits.**
- **The Reconsideration Committee will review the patron's request and the merits of the materials, display or program, bearing in mind the Library's mission statement and the selection criteria of the collection development policy and/or other relevant policies. After evaluating professional reviews and other materials submitted by the patron and the staff, the committee will submit to the individual or group a written decision within 60 days of receipt of the Request for Consideration.**
- **Those individuals may appeal against the decision of the Reconsideration Committee to the Library Trustees.**
- **The Trustees will schedule a public hearing within 60 days of the appeal. The Board reserves the right to limit the length of the presentation and number of speakers at the hearing. After receiving testimony from the public and from the library director, the Board will decide, based on the library's policies, whether to uphold or override the decision.**
- **The decision of the Trustees is final.**

- iii. Motion to approve this policy as amended by Lynne, Paul seconds, unanimous.

8. Board of Trustees ethics policy – discussion of this policy will be tabled until the next meeting

9. Motion to adjourn by Lynne, Eric seconds, unanimous.

Meeting adjourned at 7:10 pm

Minutes submitted by Eric Boyer