

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 5/8/24

PRESENT:

TRUSTEES

Lynne Tuohy

Eric Boyer

Todd Mailly

Paul Sullivan

Jeanne Palleiko

ALTERNATES

Patricia Sherman

STAFF

Lea McBain

Meeting started at 5:16 pm

1. Approval of the minutes of the 4/10/24 trustee meeting, Lynne moved, Patricia seconds, unanimous
2. Librarian's report -
 - i. Emma has taken a school library position, her last day will be 6/22. Motion by Eric to post Assistant Director position, Patricia seconds, unanimous
3. Building Committee/Construction update –
 - i. Patricia gave an update on the expansion construction. Project continues to be on-schedule and on-budget.
 - ii. Transition to new children's room is ongoing, as is installation of the dumbwaiter.

- iii. Landscaping - we expect a proposal from Pelletier Landscaping before our next trustee meeting.
- iv. Patricia discussed the systems to secure the building, and suggested the installation of outside security cameras for the front door/porch, side entrance/pathway, and back of the building.
- v. Board discussed a possible camera for the entrance to the program room. Board discussed potential for an inside camera to cover blind spots.
- vi. Lea will reach out to Brad Wheeler to ask if he will do a walk-through of the space to advise on our needs.

4. Report from Treasurer –

- i. Approval of \$146.88 of unanticipated income, Jeanne moves, Lynne seconds, unanimous.
- ii. Jeanne discussed the upcoming NHLTA meeting on Wed. 6/5.

5. Foundation Report – All but one of the round 2 pledges have been paid. Jeanne has finished the IRS form 990 for the Foundation.

6. Program room review policy

- i. Lea recapped the discussion she has had with other libraries regarding program review policies. Lea is concerned about after-hours use of the library. Lack of library staff for after-hour events creates potential problems, and library staff are salaried and thus not able to be paid for staying after hours.
- ii. Lea noted that one local library vests control over after-hours events in the hands of the library director, who can decide whether to stay for an after-hours program. The Board expressed interest in a policy such as this.

- iii. Lynne noted that another option would be to require groups using the space to hire a police officer for the duration of the after-hour event.
 - iv. Jeanne asked whether it was possible to pay our hourly employees to staff after-hours programming. Lea will follow up with the lawyer to inquire about this.
 - v. Revisions to policy were suggested.
 - 1. Youth group adult sponsors must be 21 year of age or older.
 - 2. In “Times When Program Room May Be Reserved”, policy should read The meeting rooms are available for use during the library's normal operating hours; reservation times include setup and breakdown time. Requests for after-hours programming will be at the discretion of the library director. Use of the meeting rooms shall not conflict with customary library operations and may not disturb the use of the library by other patrons. Weekends are reserved for library programs and special events.
 - vi. Lea will update the policy and bring it to the trustees at their next meeting.
7. Patron Borrowing Privileges – Lea proposed revisions of borrowing privileges of non-residents for e-books and downloadable audiobooks.
- i. Motion to approve policy change by Eric, Jeanne seconds, unanimous.
8. Old Business – none to report
9. New Business – none to report
10. Motion to adjourn by Paul, Eric seconds, unanimous.

Meeting adjourned at 7:03 pm

Minutes submitted by Eric Boyer