

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 09/16/2025

PRESENT:

TRUSTEES

Todd Maily
Jeanne Palleiko
Paul Sullivan

ALTERNATE

Alicia Zanderigo

STAFF

Lea McBain
Paulina Shadowens

PUBLIC

Carey Sullivan

Meeting started at 5:05 pm

1. Welcome: Role Call / Approval of the Agenda – Paul Sullivan had no changes to the meeting agenda
2. Approval of the 8/12/25 Minutes – Lead McBain shared the corrections made to the August minutes. **Todd Maily made a motion to accept, and Jeanne Palleiko seconded, 5/0 to accept.**
3. Public Input – None

4. Reports-

4.1 Directors Report- Lea McBain reported on monthly statistics showing physical visits and checkouts since 2018. The Trustees discussed the high usage in 2019 and how patrons' media consumption has shifted. Physical visits are rising again, particularly due to programming, which has seen record attendance over the past two years. New London Hospital was pleased with the turnout for the Sleep & Health program and is open to future collaborations. Upcoming programs include a Boston Post Cane presentation, Historic Schools of Newbury, and an Apple Program with Pup's Cider. Building updates include power washing scheduled for 9/25. Trustees also discussed whether to use trustee-specific email addresses, with the decision left to each trustee. The COLA has not yet been set; it will likely be announced in October at approximately 2.7%. Lea recommended proceeding with the standard COLA for staff salaries.

4.2 Treasurer's Report- Jeanne Palleiko reported that year-to-date expenditures are at 65.1%, which is on track compared to the expected 66.7% at eight months. The library is currently in a low electrical bill period. **Paul Sullivan made a motion to accept \$287.47 in unanticipated income, seconded by Todd Maily. The motion passed 5-0.**

4.3 Foundation Report- Jeanne Palleiko reported that the Foundation met with all six Board Members present. The Secretary resigned after moving to Manchester, and Helen Wright will assume the role. Per the Foundation bylaws, an annual joint meeting with the Trustees is recommended, with October targeted for this meeting.

4.4 Friends Report- Carey Sullivan reported that The Friends held their annual meeting on 9/15 and are reviewing bylaws for possible amendments. Planned contributions include donating a wreath for Christmas at The Fells and providing refreshments for Family Halloween Bingo. They are also working on their annual appeal letter. National Friends of Libraries Week (10/19-10/25) is approaching, and the group is planning local promotions. The Trustees will submit a letter of support to the Intertown Record on behalf of the Friends.

4.5 Legislation- Paul Sullivan and Lea McBain reported no updates at this time. A legislative committee is scheduled to meet soon.

5 Policy Review – Lea McBain

Lea McBain presented a draft of the Small Conference Room Policy. Carey Sullivan suggested extending the reservation timeline to two weeks, and Alicia Zanderigo recommended updating Section 2 to allow reservations via email, including the library's email address. Paul Sullivan made a motion to accept the policy pending these changes, seconded by Jeanne Palleiko. The motion passed 5-0.

6 Old Business

6.1 Landscaping- The Trustees are still awaiting a written quote from Blue Sky Irrigation. Lea McBain will follow up with Tim, and the goal remains to install the system this fall.

7 New Business – None

8 Adjournment (Next meeting 10/14/25)- **Paul Sullivan made a motion to adjourn, seconded by Jeanne Palleiko. The motion passed 5-0.**

Meeting adjourned at 6:10 pm.

Minutes submitted by Alicia Zanderigo (Alternate)