

**Merrimack Public Library Board of Trustees Meeting Minutes**  
**September 19, 2023 | Merrimack Town Hall Memorial Room**

Present: Trustees: Janet Krupp (Treasurer; acting Chair for 9/19/23), Jennifer Jobin (Secretary) & Molly Mortimer; Trustee Alternates: Ruthmarie Swisher (substituting for Robert Reisman as trustee; arrived 7:10pm) and Karen Freed (substituting for Debra Covell as trustee); Library Staff: Yvette Couser, Library Director (Excused: Debra Covell and Robert Reisman)

Acting Chair Janet Krupp called the meeting to order at 7:00PM

The Board recited the Pledge of Allegiance.

Janet Krupp declared Ruthmarie Swisher and Karen Freed will serve as substitutes for Trustees Robert Reisman and Debra Covell for this meeting.

Janet Krupp made a motion to adjust the agenda to move the elevator topic (from building project list) to the top of the agenda. Jen Jobin second the motion. The motion passed, 4-0-0.

Leah Ibarra from Stanley Elevator joined the meeting and reviewed the upcoming elevator renovation project and starting date in November. Leah answered several questions for the Board regarding the timeline of the project, noise and areas of impact.

*(Ruthmarie Swisher arrived: 7:10pm)*

**Old Business**

- A. Janet Krupp reviewed the August action items with the Board.
- B. SMP - no update
- C. Strategic Plan - Yvette will determine which staff members would like to be on the subcommittee and contact Deb Hoadley for next steps.
- D. Building maintenance list - The Board reviewed.
- E. Energy Audit - Awaiting estimate from commissioning agent to review HVAC system.
- F. Anketell and Custom Electric - will review in director's report
- G. Princh - Janet mentioned the library has received an invoice for next payment. Board discussed pros/cons of the service.  
Janet Krupp made a motion to renew Princh for one more year for \$699 and any additional international fees while investigating additional alternate services. Karen Freed second the motion. The motion passed, 5-0-0.

**New Business**

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s in advance. Jen Jobin had one question on General Ledger that Janet Krupp answered.
- B. Policy Review - The Board reviewed changes to the Gifts and Memorials policy.  
Janet Krupp made a motion to accept the updated Gifts and Memorials Policy to include a change that Yvette will make to include donations for book sale. Molly Mortimer second the motion. Motion passed, 5-0-0

## **Director's Report**

### *Acceptance of Gifts*

Janet Krupp made a motion to accept the donation of two baskets of children's art and school supplies from Merrimack resident Jen Mayer. Karen Freed seconded the motion. Motion passed unanimously.

Janet Krupp made a motion to accept the donation of a copy of Dungeons & Dragons: Eberron Rising from the Last War (game sourcebook) from resident Mitchell Ripka. Karen Freed seconded the motion. Motion passed unanimously.

Yvette reported that she received an email from the Seacoast Science Center explaining that Denise and Steve Buck have donated a membership to the library. Janet motioned to accept the 2024 Seacoast Science Center Membership donated by Denise and Steve Buck. Molly Mortimer second the motion. Motion passed unanimously.

Janet Krupp made a motion to accept Coding Caterpillar and Code and Go Robot Mouse coding items for children from Jennifer Kelly. Ruthmarie Swisher second the motion. Motion passed unanimously.

Janet Krupp made a motion to accept 10 puzzles, donated by multiple people, to circulate in the Library of Things collection. Molly Mortimer seconded the motion. Motion passed unanimously.

*Personnel:* Janet Krupp made a motion to accept the hire of PT Patron Services candidate Erin Blais. Karen Freed seconded the motion. Motion passed unanimously.

*Funding Requests:* NH Downloadable Books dues increased. This is over the amount budgeted. Treasurer Janet Krupp stated that the overage can be taken from appropriations in the budget. \$7,200 is budgeted. Total dues are now \$9872.

*Slate roof:* The Board reviewed an email that Yvette received from Scott Livernois of Garland with proposal information for roof replacement. The Board has several questions that are not answered in the email. The Board requested that Yvette try to schedule an appointment for them to meet with Scott to discuss.

*Kitchen drain:* Janet Krupp made a motion to spend \$1,697 to fix the drain in the staff kitchen: \$827 for Anketell Plumbing to install a condensate pump and \$870 for Custom Electric to install one 120-volt 20-amp GFCI protected receptacle for the pump. This will be paid out of Passport funds. Jen Jobin seconded the motion. Motion passed 5-0-0.

Yvette explained an issue with a carpeted section of the main floor where there's a bit of a slope. Staff has reached out to Atkinson carpet to see if there is a solution to this to keep people from tripping.

Yvette shared thoughts to move to BISAC classification system and away from the Dewey system for the nonfiction collection. Dewey system is outdated and not easy to use. She shared benefits of moving to the new system. Staff is having these discussions and looking to stay ahead of trends in classifying materials.

**Treasurers Report** - Janet Krupp reviewed the Treasurers report with the Board.

### **Acceptance of Minutes**

Janet Krupp made a motion to accept the August 15th public minutes with one update. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Janet Krupp made a motion to accept the August 15th nonpublic minutes. Karen Freed second the motion. Motion passed, 5-0-0.

Janet Krupp made a motion to accept the August 21st public minutes. Molly Mortimer seconded the motion. Motion passed, 4-0-1. (Karen Freed abstained)

Janet Krupp made a motion to accept the August 21st nonpublic minutes. Jen Jobin seconded the motion. Motion passed, 4-0-1. (Karen Freed abstained)

Janet Krupp made a motion to accept the minutes from the September 5th orientation meeting. Molly Mortimer second the motion. Motion passed, 3-0-2. (Karen Freed and Jen abstain)

### **Committee Updates**

A. *Building Exploratory Committee* - N/A

B. *Friends of the Merrimack Public Library* - Jen Jobin updated the Board with the results of the Friends Fall Book Sale. The book sale earned \$1,827.70. Friends will next meet on 9/25.

C. *MPL Development Fund* - Have not met.

D. *Town Center Committee* - Karen Freed noted that they will meet on 9/29

### **LBOT Committee Updates**

A. *Personnel Committee* - No update

B. *Finance Committee* - No update

### **September Action Items**

A. Yvette and Staff will review elevator interior and make selections of colors.

B. All of trustees will send Yvette available dates to schedule meeting with Scott Livernois.

C. Yvette will respond to Deb Hoadley.

D. Yvette will follow up with commissioning agent.

### **Upcoming events**

A. Friends of the Merrimack Public Library - next meeting 9/25/23 at 7PM at the library

B. MPL Board of Trustees - next meeting 10/17 at 7PM in the Memorial Room

C. MPLDF Committee - next meeting 11/13 at 5PM in the Lowell Room or virtual

Janet Krupp made a motion to enter Nonpublic Session per NH RSA 91-A:3 II (c). Jen Jobin seconded the motion. A roll call vote was held. Motion passed, 5-0-0.

The board entered nonpublic session at 8:53PM.

The board returned to public session at 9:29PM.

Janet Krupp made a motion to authorize Deb Covell to contact Town Manager Paul Micali about irregularities regarding the fiscal year 2022-23 budget. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Jen Jobin made a motion to adjourn. Janet Krupp seconded. Motion passed, 5-0-0.

Meeting adjourned 9:30pm.

*Approved 10.17.23*